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ABSTRACT

The Library of Congress presents a guide for visitors and new staff members to the history, organization, functions, funding, and responsibilities of its processing department. The responsibilities of the director and three assistant directors are briefly described. Twenty-three charts illustrate the organization of the department as a whole; the MARC office; the core bibliographic system; the National Union Catalog project; and various research, cataloging, and publications functions. Lists of processing department publications and principal staff members are included. (LS)

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ED115269

PROCESSING DEPARTMENT

OF THE LIBRARY OF CONGRESS

ORGANIZATION AND FUNCTIONS

S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
ATIONAL INSTITUTE OF
EDUCATION

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Library of Congress Washington 1975

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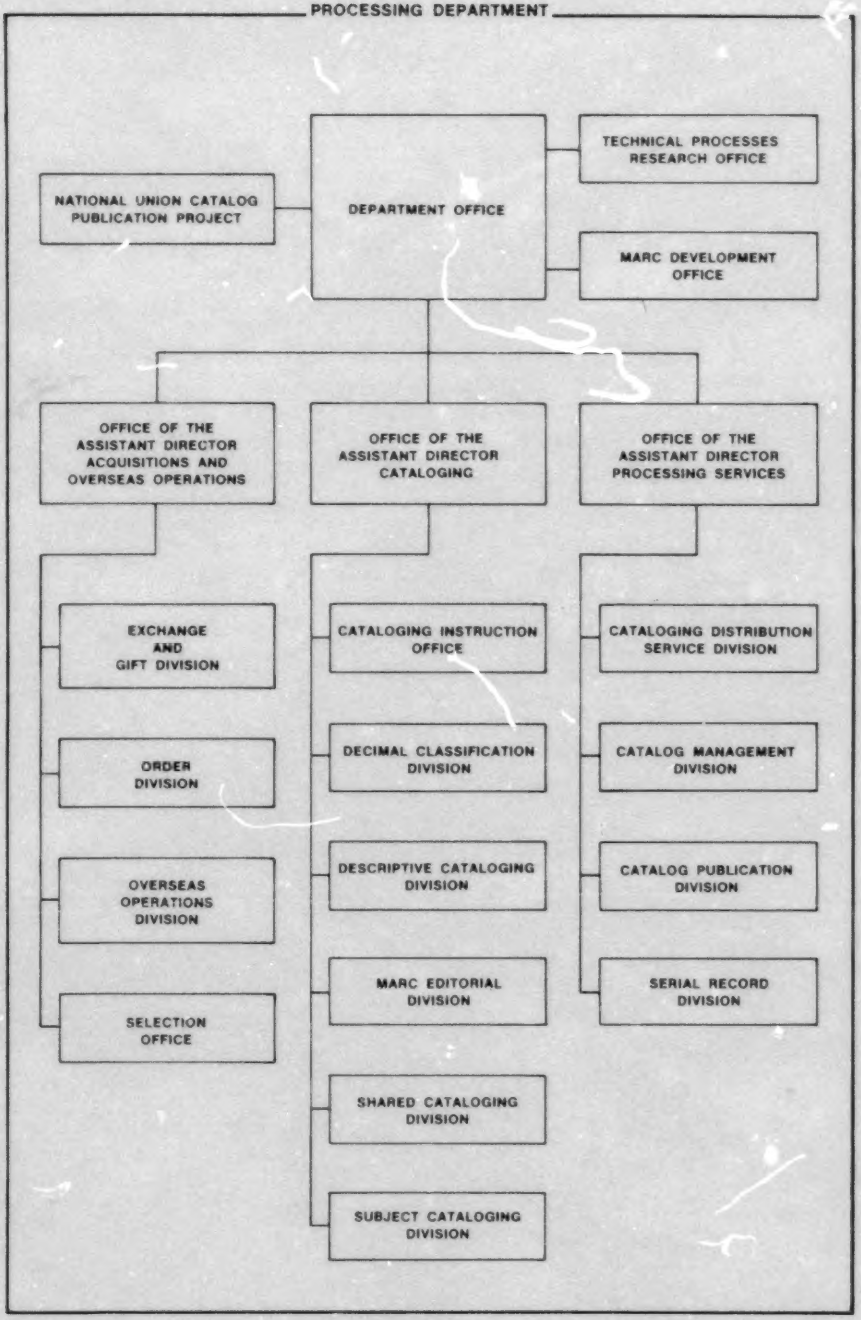
Welcome to the Processing Department!

By looking over the following pages, which contain a brief outline of the history, organization, and functions of the Library of Congress' largest department, we hope you will acquire a general understanding of the many services the Processing Department provides to the Library of Congress itself and to other institutions throughout the world. They include the National Program for Acquisitions and Cataloging, the Foreign Currencies Program, the Cataloging in Publication Program, the MARC Distribution Service, the National Serials Data Program, the cooperative development of cataloging rules, standards for the automation of technical processing, lists of subject headings, Library of Congress and Dewey Decimal classification numbers, printed catalog cards, book catalogs and other publications, research in technical processes, providing expert advice and assistance through correspondence, institutes and representation at professional conferences, and many others. Because the department encompasses a wide variety of complex and diversified activities, this guide can offer only basic information. However, staff members are always pleased to provide more detailed information on particular aspects of the department's work.

A list of the department's current publications is included at the back of this guide.

Whether you are joining the Processing Department as a staff member or viewing it as a visitor, we hope your time here is both interesting and rewarding.

William J. Welsh
Director


PROCESSING DEPARTMENT
NATIONAL UNION CATALOG PUBLICATION PROJECT
DEPARTMENT OFFICE
TECHNICAL PROCESSES RESEARCH OFFICE
MARC DEVELOPMENT OFFICE
OFFICE OF THE ASSISTANT DIRECTOR ACQUISITIONS AND OVERSEAS OPERATIONS
OFFICE OF THE ASSISTANT DIRECTOR CATALOGING
OFFICE OF THE ASSISTANT DIRECTOR PROCESSING SERVICES
EXCHANGE AND GIFT DIVISION
ORDER DIVISION
OVERSEAS OPERATIONS DIVISION
SELECTION OFFICE
CATALOGING INSTRUCTION OFFICE
DECIMAL CLASSIFICATION DIVISION
DESCRIPTIVE CATALOGING DIVISION
MARC EDITORIAL DIVISION
SHARED CATALOGING DIVISION
SUBJECT CATALOGING DIVISION
CATALOGING DISTRIBUTION SERVICE DIVISION
CATALOG MANAGEMENT DIVISION
CATALOG PUBLICATION DIVISION
SERIAL RECORD DIVISION

A BRIEF HISTORY

The first Catalog Division of the Library of Congress was created by an act of Congress on February 19, 1897, which reorganized the Library and divided its services into several divisions. The Processing Department is the lineal descendant of the Catalog Division and of the first Order Division of the Library, which came into being under the appropriation act effective July 1, 1900.

The Catalog Division originally combined the functions of cataloging, classification, shelflisting, labeling, proofreading, filing, and card distribution. As these functions developed, they assumed individual importance and independent status. The Card Division (now the Cataloging Distribution Service Division) made its initial appearance in 1914, the Classification Division in 1917, and the Cooperative Cataloging and Classification Division in 1943. The Order Division was responsible for purchasing books and handling gifts and exchanges except those with governments and quasi-public bodies, which were handled by the Division of Documents.

To coordinate the cataloging and acquisitions functions of the Library, the Processing Department was established by a General Order dated June 28, 1940. Issuances later that year set up five divisions: Accessions (the old Order Division renamed), Card, Catalog Preparation and Maintenance, Descriptive Cataloging, and Subject Cataloging.

In 1943 all of the units previously engaged in the selection and acquisition of materials (including the Accessions Division and part of the Documents Division), were regrouped as a separate Acquisitions Department.

To secure economies in supervision, the Acquisitions and Processing Departments were merged in 1947 under a single director with two assistant directors—one for acquisitions and one for cataloging. The combined department then contained nine divisions: Order, Exchange and Gift, Serial Record, Descriptive Cataloging, Subject Cataloging, Catalog Maintenance, Card, Union Catalog, Binding (later transferred to the Administrative Department), and a Selection Office.

This organizational pattern remained basically unchanged until 1968, by which time the growth of the activities, responsibilities, and staff of the Processing Department had created a need for new lines of communication and coordination. Consequently, in that year the department was reorganized into three major functional areas: acquisitions and overseas operations, cataloging, and processing services. Each area is headed by an assistant director who supervises and coordinates the activities of the divisions and offices under him. Additional developments included:

1947. *Cumulative Catalog*, the first of the Library's published catalogs in book form, is launched.

1950. *Books: Subjects*, a companion to the *Cumulative Catalog*, is published.

1951. Publishers begin printing Library of Congress catalog card numbers in their books.
New Serial Titles first appears.

1953. *Films* and *Music* catalogs are initiated as supplements to the catalogs of books.

1954. The Library assumes the editing of the *Dewey Decimal Classification*.

1956. *Cumulative Catalog* is expanded to include titles reported by other libraries and is renamed the *National Union Catalog*.

1958–1959. Cataloging in Source experiment and *National Union Catalog of Manuscript Collections* are begun.

1961. Public Law 480 (now Special Foreign Currency) Program is initiated.

1965. The *National Register of Microform Masters* and the *Register of Additional Locations* are added to the department's list of publications.

1966. National Program for Acquisition and Cataloging (NPAC) is begun; Shared Cataloging Division is established; and Annotated Cards Program for children's literature is introduced.

1967. The *National Union Catalog: Pre-1956 Imprints* is begun with the editing of the first entries. Technical Processes Research Office and Cataloging Instruction Office are established.

1968–1970. Automation of Cataloging Distribution Service begins. MARC (Machine-Readable Cataloging) Editorial Division and MARC Development Office are established.

1971. A permanent Cataloging in Publication Program is inaugurated.

1974. *Monographic Series* and *Library of Congress Name Headings with References* first appear. National Serials Data Program (NSDP) is transferred to the Processing Department.

1975. *Chinese Cooperative Catalog* launched.

ORGANIZATION AND PRINCIPAL FUNCTIONS

The Processing Department, with approximately 1,800 employees and an annual budget of over $30 million, consists of 17 organizational units and 15 overseas offices. The activities of these divisions and offices encompass a wide variety of responsibilities, including the acquisition and cataloging of materials added to the Library's collections and the distribution of the resulting bibliographic information in the form of magnetic tapes, proofsheets, technical publications, published catalogs, and printed cards to libraries and information centers throughout the world.

Research and Development and Other Projects
- MARC Development Office
- National Union Catalog Publication Project
- Technical Processes Research Office

Acquisitions and Overseas Operations
- Exchange and Gift Division
- Order Division
- Overseas Operations Division
- Selection Office

Cataloging
- Cataloging Instruction Office
- Decimal Classification Division
- Descriptive Cataloging Division
- MARC Editorial Division
- Shared Cataloging Division
- Subject Cataloging Division

Processing Services
- Catalog Management Division
- Catalog Publication Division
- Cataloging Distribution Service Division
- Serial Record Division

FUNDING

Funds for the Library, which includes the Processing Department, are appropriated by Congress. Positions in the Processing Department are supported by various appropriations and gift funds as follows:

Fund	Number of Positions
LC salaries and expenses	712
LC-NPAC (National Program for Acquisitions and Cataloging)	424
Distribution of catalog cards appropriation	498
Special Foreign Currency Program	159*
Working, gift, and other funds	64
TOTAL	1,857

*Includes local personnel.

MAJOR RESPONSIBILITIES

The seven principal areas of responsibility assumed by the Processing Department may be summarized as follows:

Selection and Acquisition of Materials. Formulating and administering acquisitions policies and reviewing (for conformity to acquisitions policies, fairness of price, and availability of funds) all recommendations for additions to the Library's permanent collections; acquiring books and other library materials by gift, copyright, purchase, exchange arrangement, transfer from other government agencies, and provision of state and federal law, and selecting items to be added to the permanent collections from these sources.

Administration of Overseas Field Operations. Administering the overseas field operations established under the National Program for Acquisitions and Cataloging (NPAC) and under Public Law 83–480 (the Agricultural Trade Development and Assistance Act of 1954), as amended by Public Law 85–931, Section 104 (n).

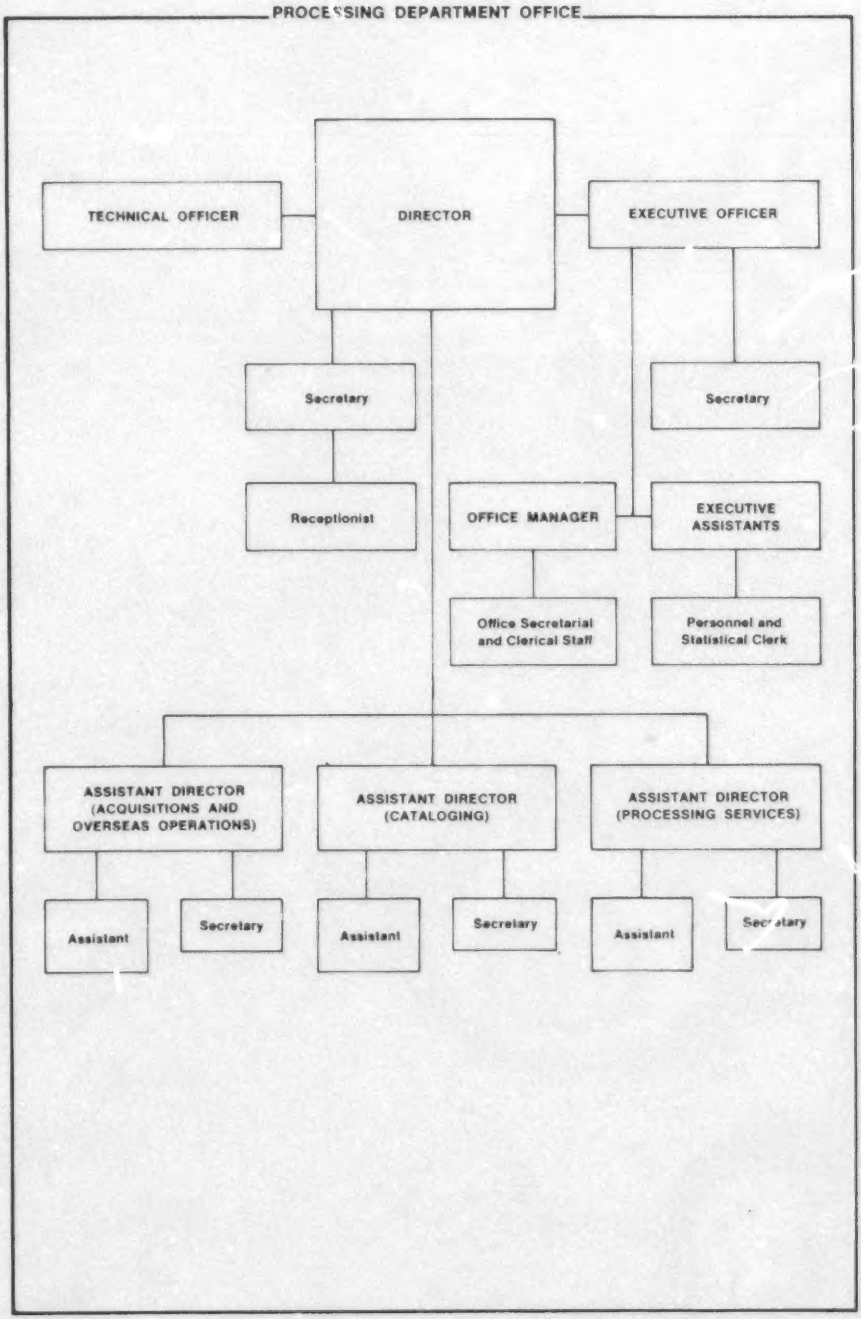
Cataloging, Classification, and Preparation of Materials for Use. Developing and maintaining rules of cataloging, subject headings, and the Library of Congress and Dewey Decimal schemes of classification; cataloging, classifying, and otherwise preparing the publications which are acquired for use by the Congress, federal agencies, libraries, and the general public.

Bibliographic Control. Providing information on materials in process or previously cataloged by maintaining and searching such records as the Process Information File and the Serial Record, general public card catalogs, the Official Catalog, specialized card catalogs, and the MARC data base.

Production and Distribution of Cataloging Information. Producing and distributing through the self-supporting Cataloging Distribution Service cataloging data in the form of MARC tapes, proofsheets, technical publications, the book catalogs which contribute to the American national bibliography, and printed catalog cards to subscribers.

Automation of Bibliographic Control. Developing and implementing systems for creating and using cataloging data in machine-readable form for the Library and its community of users; contributing to the development of a computerized national bibliographic network through formulation of standards, distribution of name and subject authority data, and management of cooperative projects intended to build a national data base in machine-readable form.

Research in Technical Processes. Conducting research in cataloging, classification, subject analysis of library documentary materials, and related technical processes.


PROCESSING DEPARTMENT OFFICE
TECHNICAL OFFICER
DIRECTOR
EXECUTIVE OFFICER
Secretary
Secretary
Receptionist
OFFICE MANAGER
EXECUTIVE ASSISTANTS
Office Secretarial and Clerical Staff
Personnel and Statistical Clerk
ASSISTANT DIRECTOR (ACQUISITIONS AND OVERSEAS OPERATIONS)
ASSISTANT DIRECTOR (CATALOGING)
ASSISTANT DIRECTOR (PROCESSING SERVICES)
Assistant
Secretary
Assistant
Secretary
Assistant
Secretary

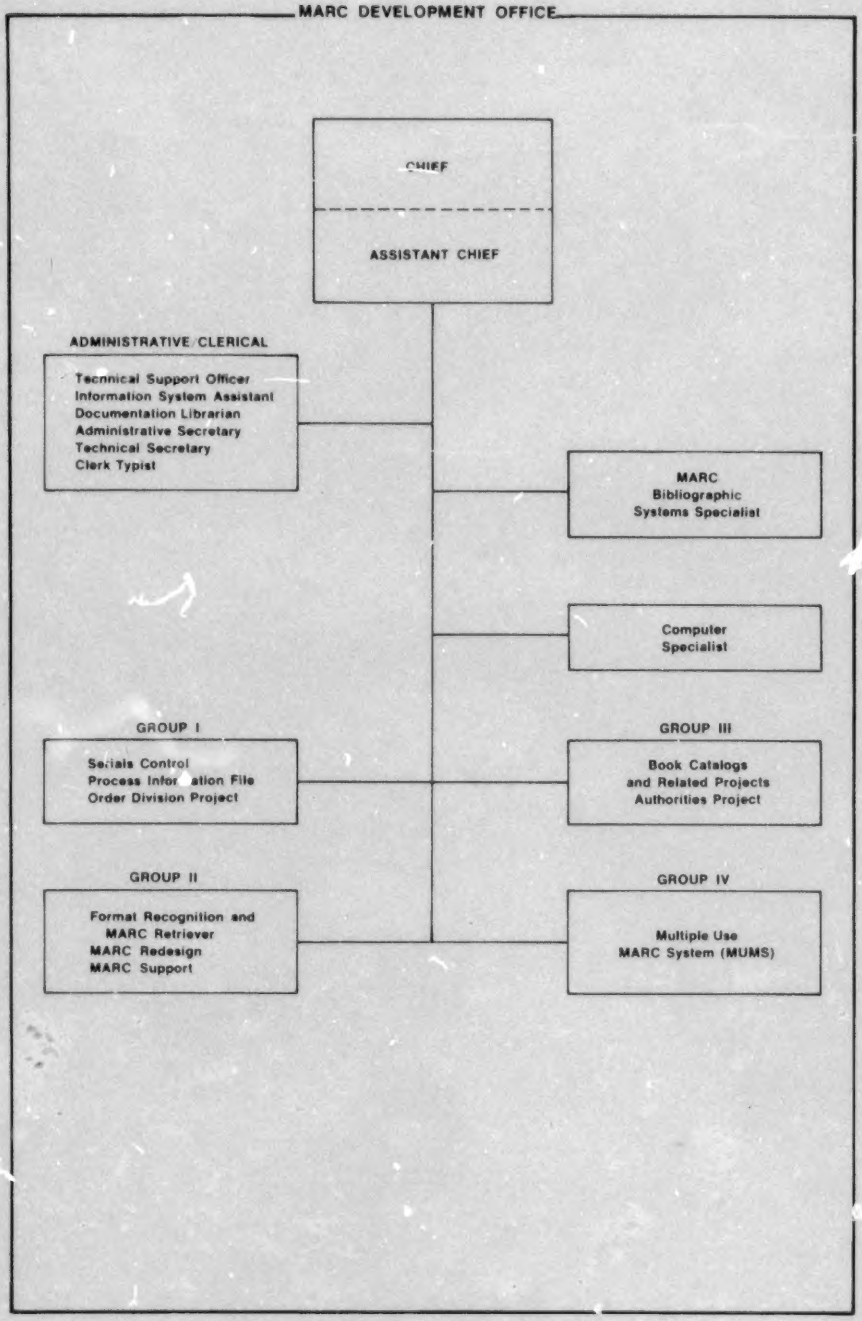
OFFICE OF THE DIRECTOR

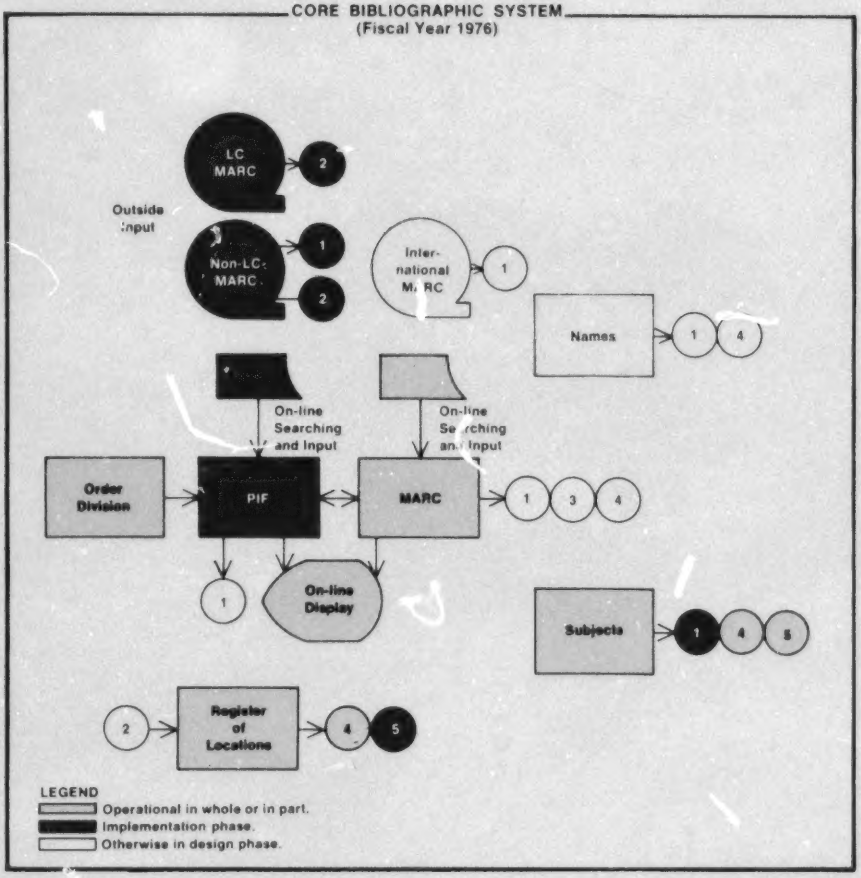
The director of the Processing Department is responsible for planning and coordinating the activities of the department. Three assistant directors work with the director in carrying out the principal functions —acquisitions and overseas operations, cataloging, and processing services. The technical and executive officers report directly to the director, as do the chief of the MARC Development Office, the head of the National Union Catalog Publication Project, and the chief of the Technical Processes Research Office.

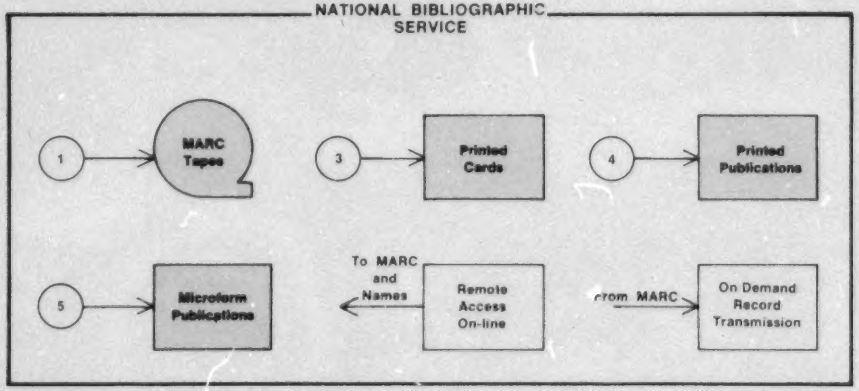
The **MARC Development Office** develops and implements all aspects of systems for recording cataloging data in machine-readable form (MARC), for using those records to produce book catalogs, special listings, and other printed output, and for developing on-line applications of these records to internal bibliographic controls. The office also plays a major role in developing national and international standards for automation of bibliographic records for all types of material.

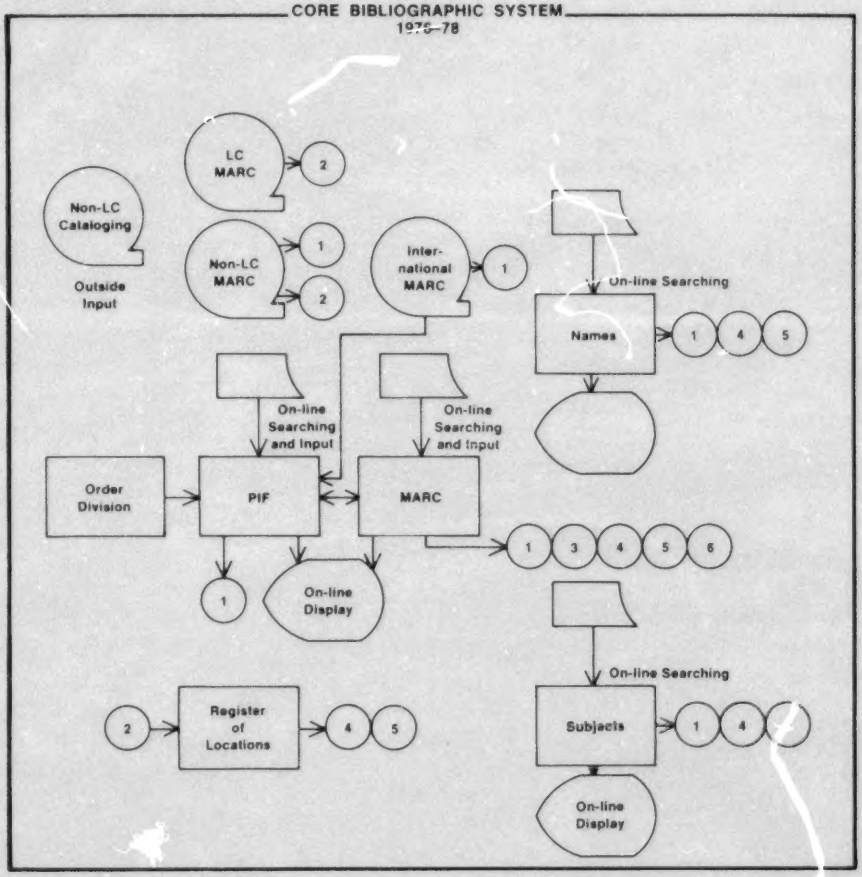
The **National Union Catalog Publication Project** was established in 1967 to edit for publication the National Union Catalog of pre-1956 imprints, a file of approximately 20 million catalog cards reporting holdings of works published before 1956 in the Library of Congress and over 600 major U.S. and Canadian libraries. This has resulted in the *National Union Catalog: Pre-1956 Imprints*, the largest bibliography ever undertaken. The completed main set will contain around 600 volumes.

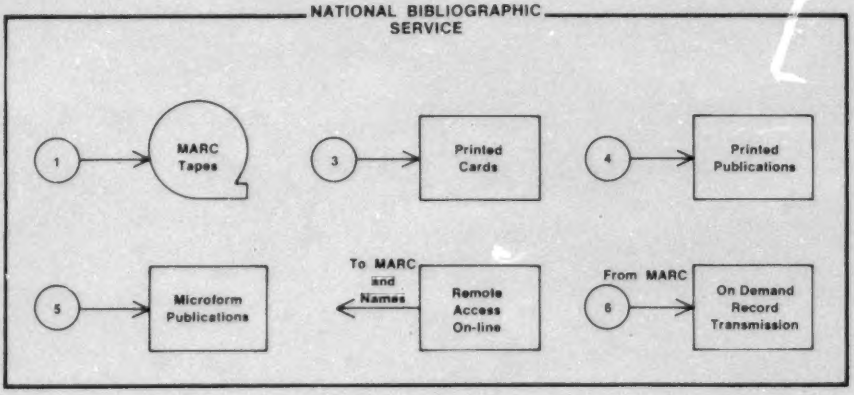
The **Technical Processes Research Office** plans and administers investigations of the Library's methods of catalog control, such as descriptive cataloging, classification, subject analysis, indexing, and file arrangement, with special emphasis on how automation may affect them. The office designs studies to evaluate the individual methods in the context of catalog control as an integrated process, to suggest improvements, and to provide a sound basis for automating these functions.

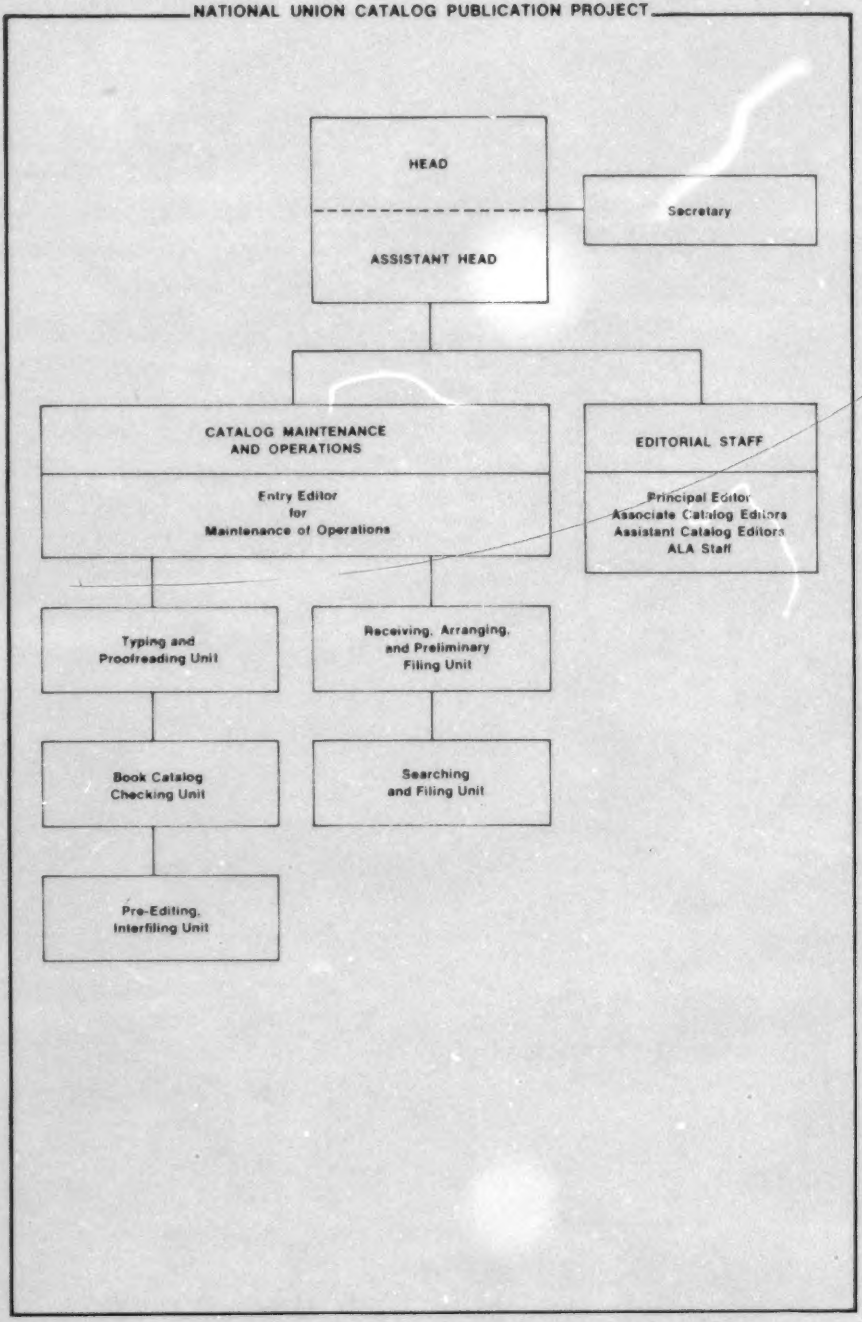

MARC DEVELOPMENT OFFICE
CHIEF
ASSISTANT CHIEF
ADMINISTRATIVE/CLERICAL
Technical Support Officer
Information System Assistant
Documentation Librarian
Administrative Secretary
Technical Secretary
Clerk Typist
MARC
Bibliographic
Systems Specialist
Computer
Specialist
GROUP I
Serials Control
Process Information File
Order Division Project
GROUP III
Book Catalogs
and Related Projects
Authorities Project
GROUP II
Format Recognition and
MARC Retriever
MARC Redesign
MARC Support
GROUP IV
Multiple Use
MARC System (MUMS)

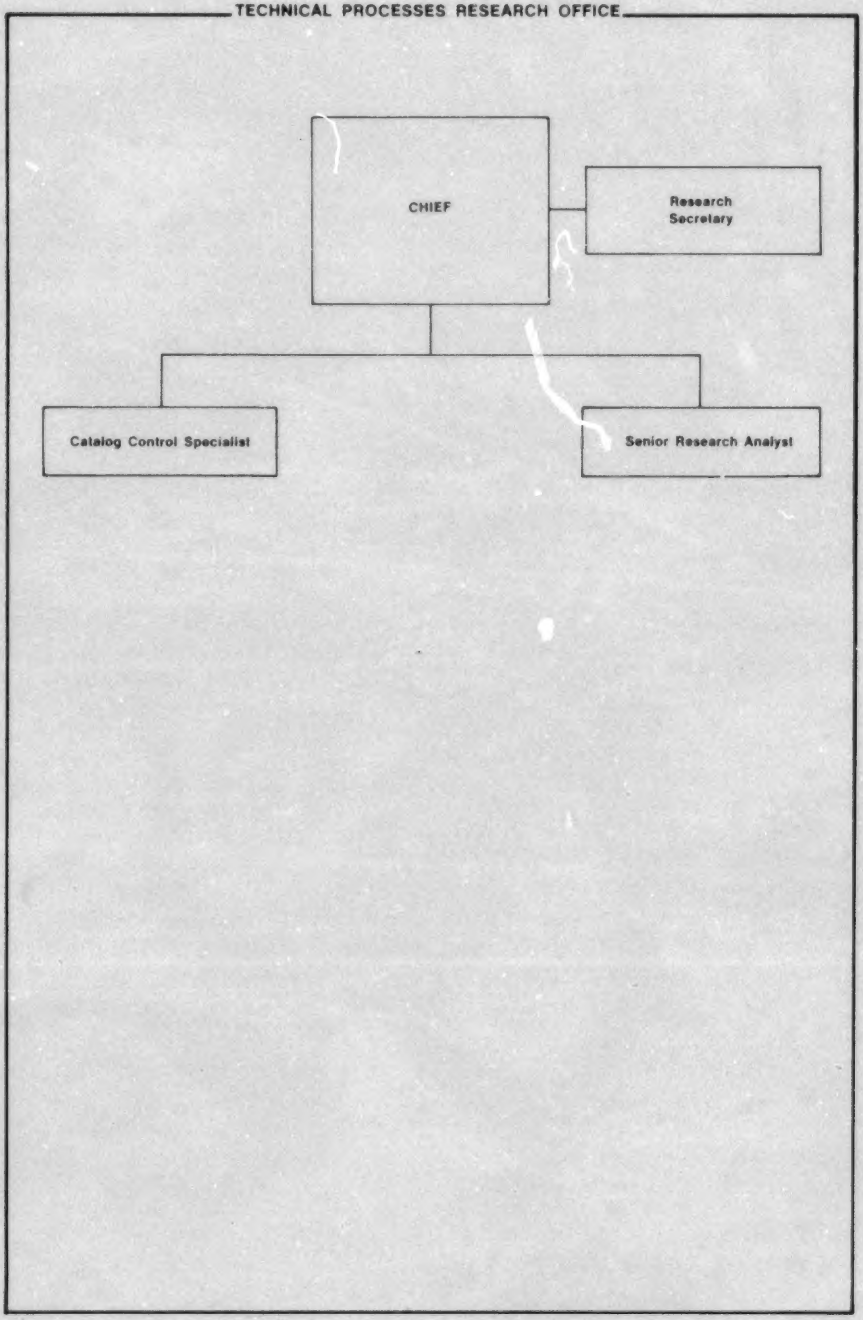

CORE BIBLIOGRAPHIC SYSTEM
(Fiscal Year 1976)
LC MARC
2
Outside Input
Non-LC MARC
1
2
International MARC
1
Names
1
4
On-line Searching and Input
On-line Searching and Input
Order Division
PIF
MARC
1
3
4
1
On-line Display
Subjects
1
4
5
2
Register of Locations
4
5
LEGEND
Operational in whole or in part.
Implementation phase.
Otherwise in design phase.


NATIONAL BIBLIOGRAPHIC SERVICE
1
MARC Tapes
3
Printed Cards
4
Printed Publications
5
Microform Publications
To MARC and Names
Remote Access On-line
From MARC
On Demand Record Transmission


CORE BIBLIOGRAPHIC SYSTEM
1976–78
LC MARC
2
Non-LC Cataloging
Outside Input
Non-LC MARC
1
2
Inter-national MARC
1
On-line Searching
Names
1
4
5
On-line Searching and Input
On-line Searching and Input
Order Division
PIF
MARC
1
3
4
5
6
1
On-line Display
On-line Searching
2
Register of Locations
4
5
Subjects
1
4
On-line Display


NATIONAL BIBLIOGRAPHIC SERVICE
1
MARC Tapes
3
Printed Cards
4
Printed Publications
5
Microform Publications
To MARC and Names
Remote Access On-line
From MARC
6
On Demand Record Transmission


NATIONAL UNION CATALOG PUBLICATION PROJECT
HEAD
ASSISTANT HEAD
Secretary
CATALOG MAINTENANCE AND OPERATIONS
Entry Editor for Maintenance of Operations
EDITORIAL STAFF
Principal Editor
Associate Catalog Editors
Assistant Catalog Editors
ALA Staff
Typing and Proofreading Unit
Receiving, Arranging, and Preliminary Filing Unit
Book Catalog Checking Unit
Searching and Filing Unit
Pre-Editing, Interfiling Unit


TECHNICAL PROCESSES RESEARCH OFFICE
CHIEF
Research Secretary
Catalog Control Specialist
Senior Research Analyst

Office of the Assistant Director (Acquisitions and Overseas Operations)

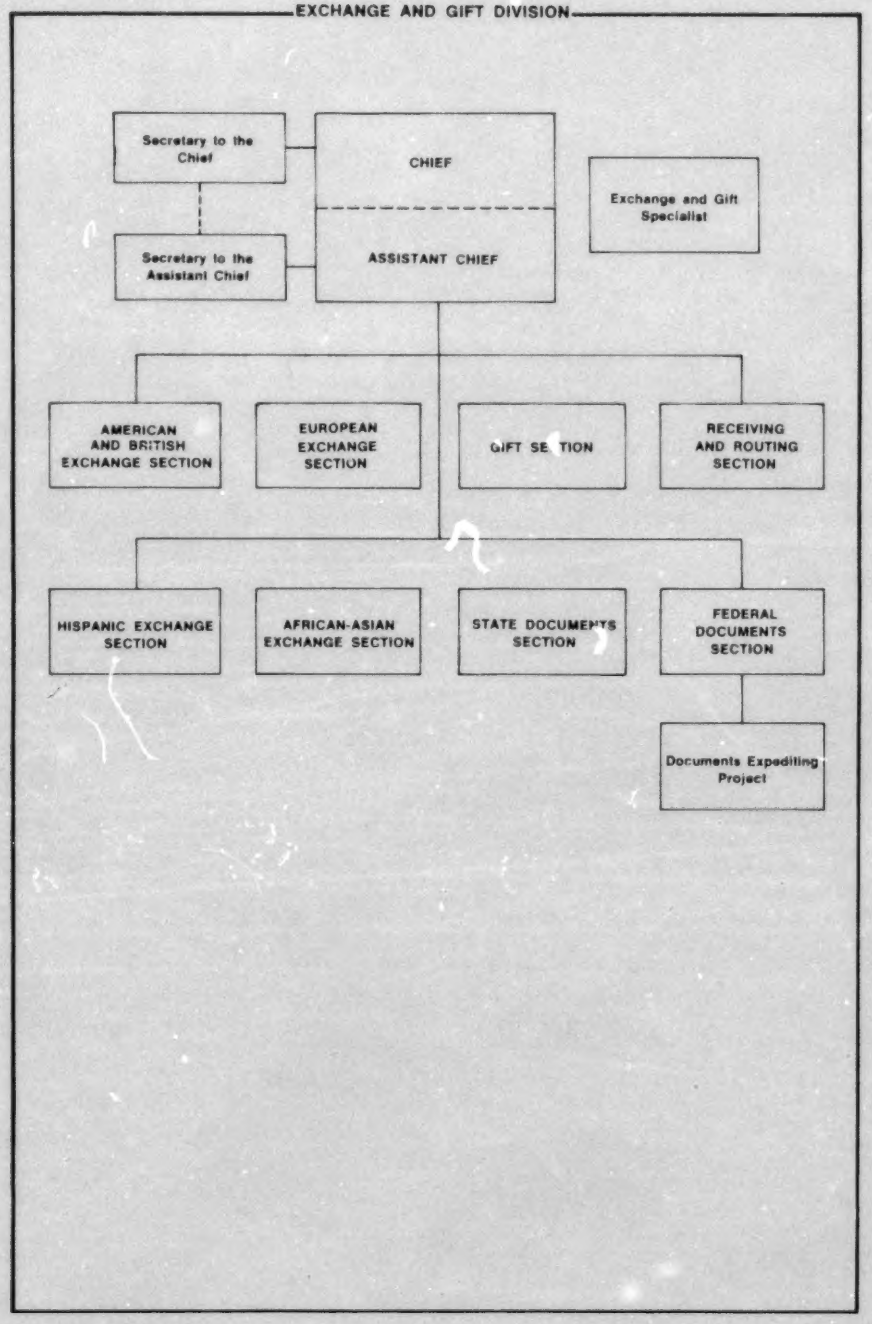
The assistant director (acquisitions and overseas operations) supervises the Exchange and Gift, Order, and Overseas Operations Divisions and the Selection Office, which are engaged in the selection and acquisition of library materials and bibliographic information. He reviews the Library's policies and coordinates its activities in the areas of acquisitions and overseas operations.

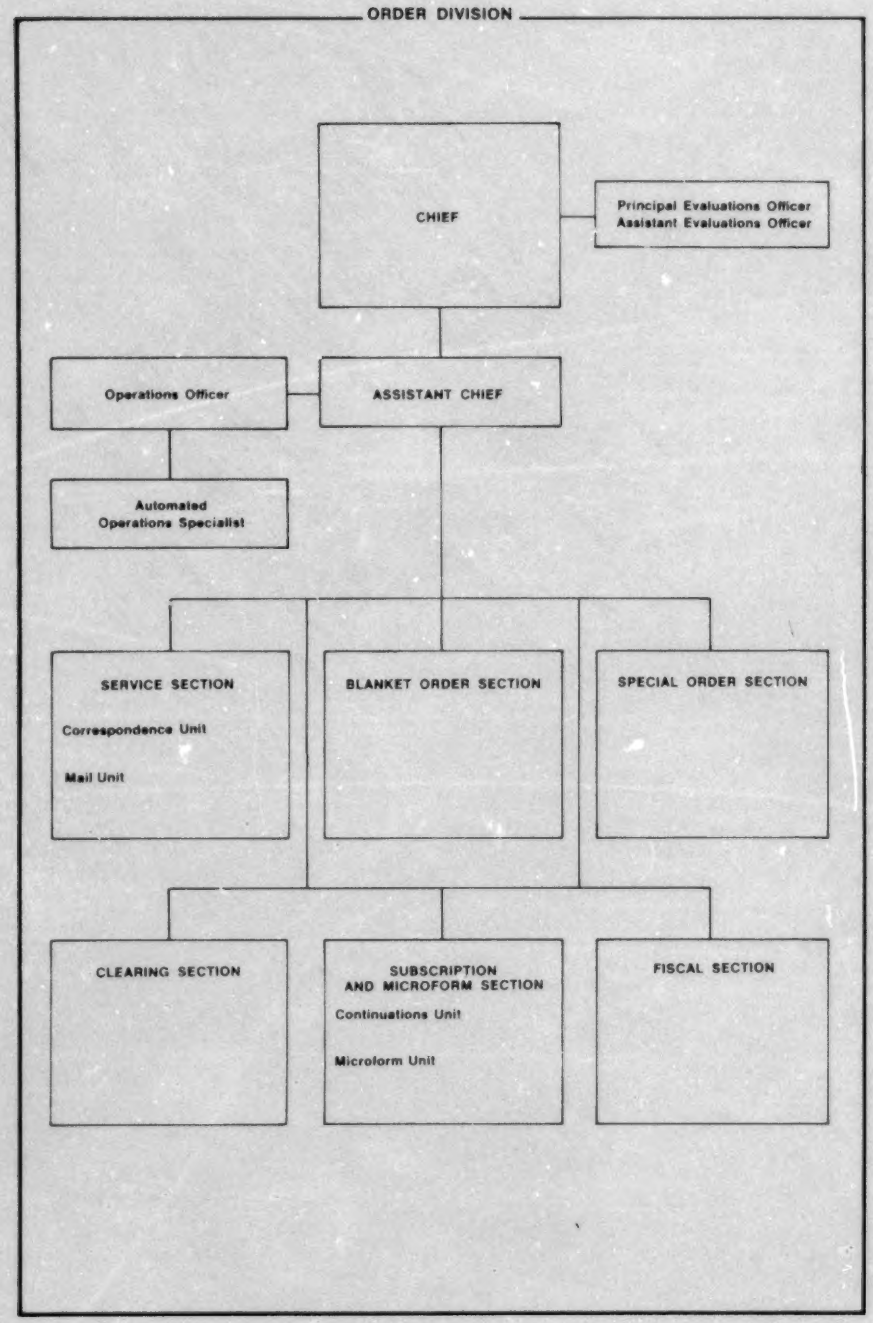
Library materials available by means other than purchase are obtained by the **Exchange and Gift Division.** The division acquires an average of 5 million items annually through its various programs, including exchanges with over 12,000 institutions throughout the world, gifts from individuals and organizations, and receipts under special provisions of the law, such as publications issued by the Superintendent of Documents (Government Printing Office), those deposited under copyright regulations, and those transferred from other government agencies. The exchange program centers on reciprocal arrangements with governmental organizations and scholarly institutions. Special collections such as personal papers and manuscripts are prominent among the gifts. The acquisition of U.S. federal and state publications entails review and selection of such publications for permanent retention by the Library and the preparation of two publcations, the *Monthly Checklist of State Publications* and the *Non-GPO Imprints* checklist (annual). The division is also responsible for the custody and disposal of all surplus materials.

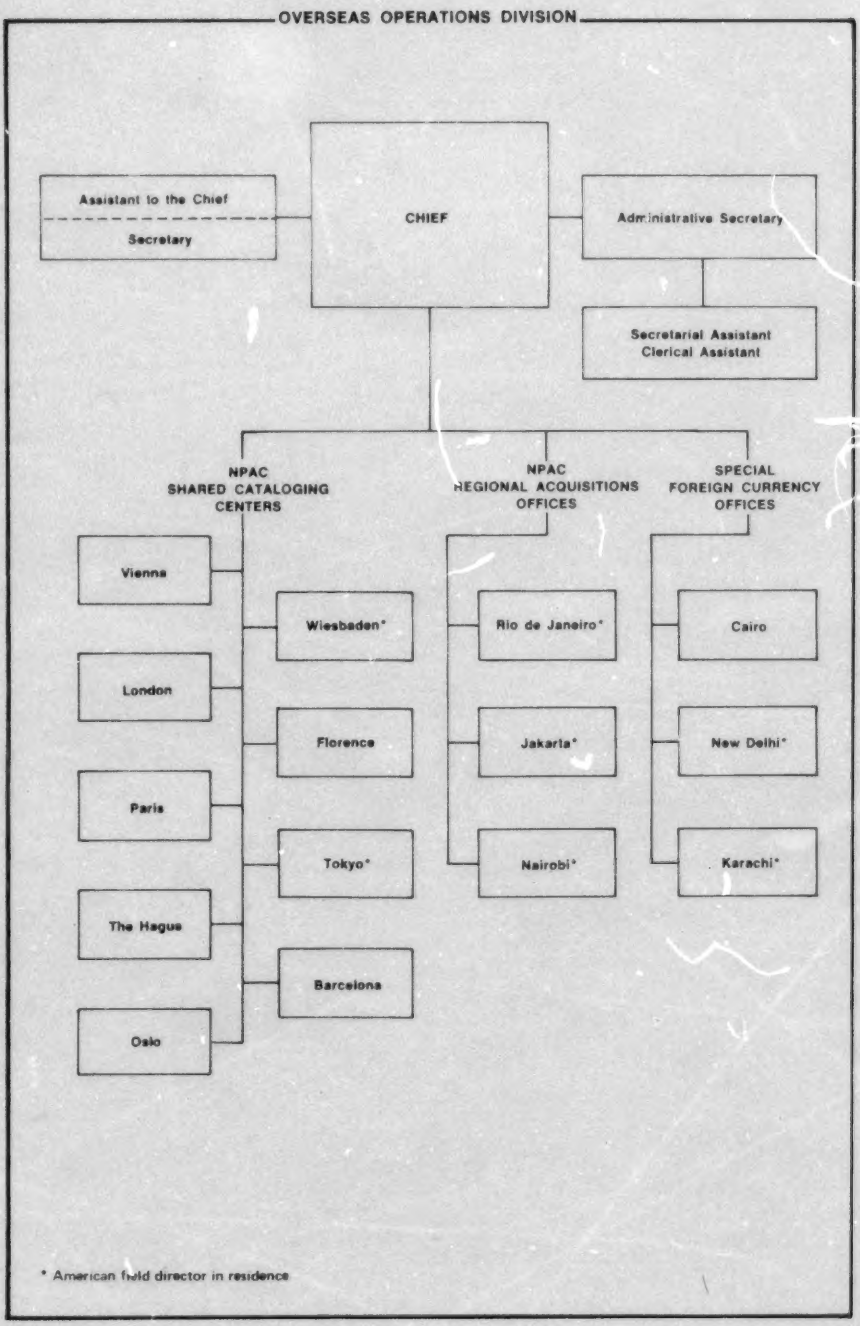
The **Order Division** purchases materials added to the Library's collections as well as publications required for priced exchange arrangements with foreign institutions. The division purchases materials from allotments in over 40 appropriated gift and trust funds, has established more than 250 blanket orders to acquire currently published monographs and related materials, and maintains approximately 35,000 subscription orders for periodicals and other serials published throughout the world. The division deals with more than 5,000 book dealers, publishers, and other suppliers, acquiring approximately a million pieces each year with payments exceeding $2.5 million.

The principal evaluations officer reviews prices quoted for the more expensive items to be ordered, evaluates the gifts to the Library, recommends insurance values on materials lent by the Library, and provides other reference services to appropriate offices.

The Library's foreign field operations, established under NPAC and the Special Foreign Currency Program, are administered by the **Overseas Operations Division.** The latter program utilizes U.S.-owned excess foreign currencies to buy and distribute multiple copies of new foreign publications for LC and some three dozen other American research

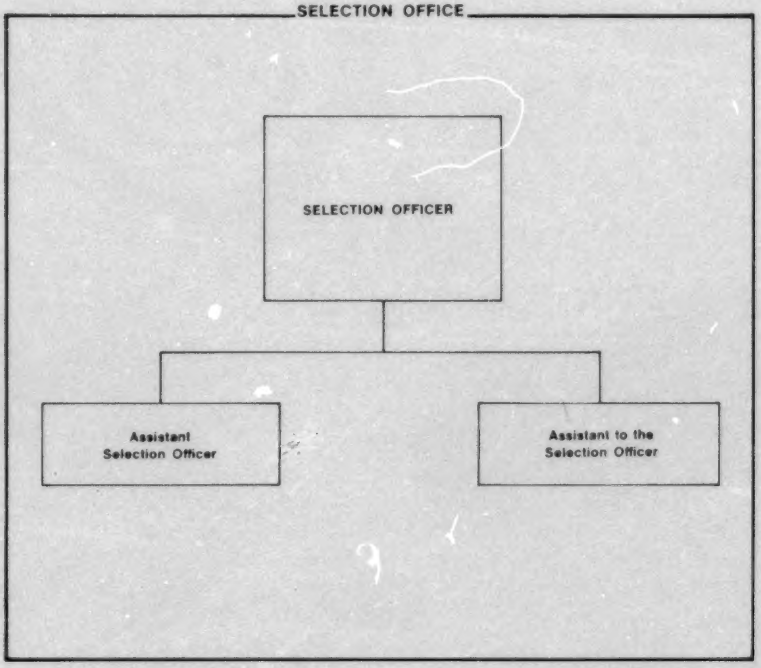

EXCHANGE AND GIFT DIVISION
Secretary to the Chief
CHIEF
Exchange and Gift Specialist
Secretary to the Assistant Chief
ASSISTANT CHIEF
AMERICAN AND BRITISH EXCHANGE SECTION
EUROPEAN EXCHANGE SECTION
GIFT SE TION
RECEIVING AND ROUTING SECTION
HISPANIC EXCHANGE SECTION
AFRICAN-ASIAN EXCHANGE SECTION
STATE DOCUMENTS SECTION
FEDERAL DOCUMENTS SECTION
Documents Expediting Project

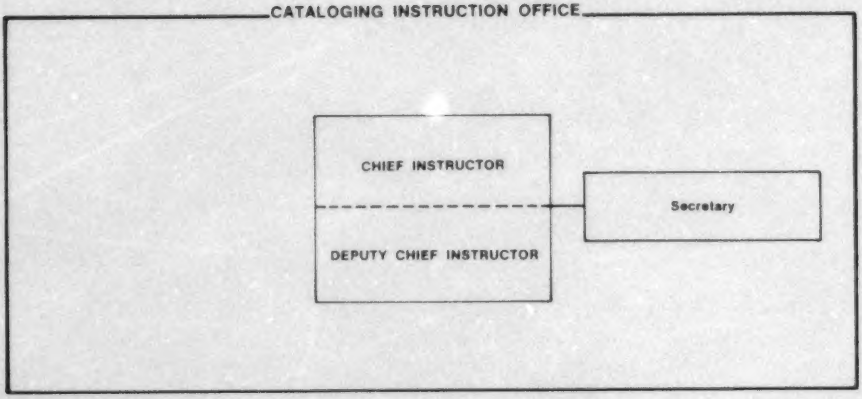

ORDER DIVISION
CHIEF
Principal Evaluations Officer
Assistant Evaluations Officer
Operations Officer
ASSISTANT CHIEF
Automated
Operations Specialist
SERVICE SECTION
Correspondence Unit
Mail Unit
BLANKET ORDER SECTION
SPECIAL ORDER SECTION
CLEARING SECTION
SUBSCRIPTION
AND MICROFORM SECTION
Continuations Unit
Microform Unit
FISCAL SECTION

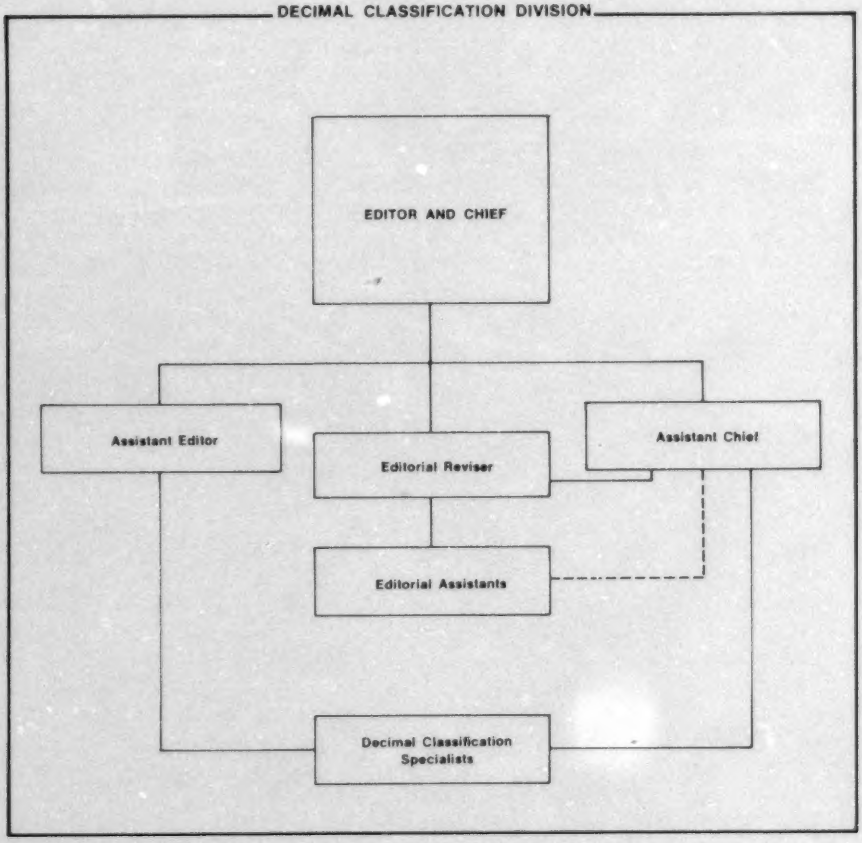

OVERSEAS OPERATIONS DIVISION
Assistant to the Chief
Secretary
CHIEF
Administrative Secretary
Secretarial Assistant
Clerical Assistant
NPAC
SHARED CATALOGING
CENTERS
NPAC
REGIONAL ACQUISITIONS
OFFICES
SPECIAL
FOREIGN CURRENCY
OFFICES
Vienna
London
Paris
The Hague
Oslo
Wiesbaden*
Florence
Tokyo*
Barcelona
Rio de Janeiro*
Jakarta*
Nairobi*
Cairo
New Delhi*
Karachi*
* American field director in residence

libraries (approximately 1,200,000 pieces annually). Under NPAC the Library is responsible for the rapid acquisition and cataloging of important current library materials published throughout the world.

The **Selection Office** examines incoming book, pamphlet, and serial material (except those in oriental languages) and decides which titles and how many copies should be added to the permanent collections of the Library, determines the type of processing to be given, and assigns appropriate cataloging priorities to those items which will receive full Library of Congress printed card cataloging. More than 600,000 books and pamphlets and 18,000 new serial titles are reviewed each year by the Selection Office.




CATALOGING INSTRUCTION OFFICE
CHIEF INSTRUCTOR
DEPUTY CHIEF INSTRUCTOR
Secretary


DECIMAL CLASSIFICATION DIVISION
EDITOR AND CHIEF
Assistant Editor
Editorial Reviser
Assistant Chief
Editorial Assistants
Decimal Classification Specialists

Office of the Assistant Director (Cataloging)

The assistant director (cataloging) supervises the Descriptive, Shared, and Subject Cataloging Divisions, the Decimal Classification Division, the MARC Editorial Division, and the Cataloging Instruction Office, which are engaged in the searching, cataloging, classifying, and subject heading of titles added to the collections; the conversion of cataloging information into machine-readable form; and the formal instruction of employees in cataloging policies and procedures.

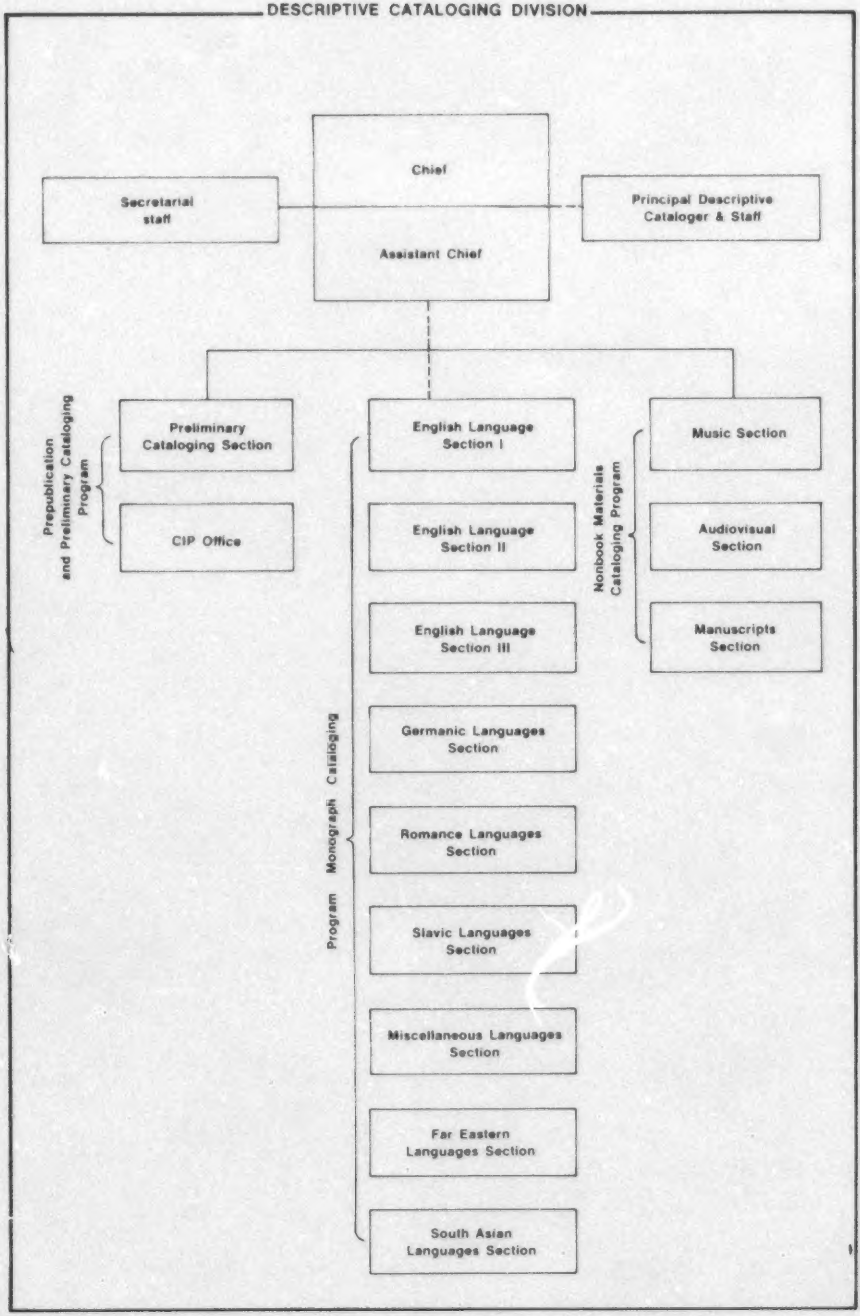
The **Cataloging Instruction Office** provides internal instruction through courses in cataloging, searching, and filing as a means of developing staff in the Processing Department and other departments of the Library for professional and paraprofessional assignments and of improving performance in present assignments.

The **Decimal Classification Division** develops, revises, and prepares for publication the *Dewey Decimal Classification* in full and abridged editions; advises on the preparation of special editions and translations; classifies titles in the major western European languages according to the Dewey system; and provides guidance, on a worldwide basis, in the interpretation and use of the system.

The **Descriptive Cataloging Division** searches materials in all languages; prepares preliminary catalog entries for works new to the collections; determines the authorship of materials, and prepares the part of the catalog entry concerning the bibliographic and physical description of a work and the name and title entries required to locate a work in the catalog; develops and revises the cataloging rules and romanization schemes under the supervision of the assistant director (cataloging) and in cooperation with other authors of the cataloging code; and provides final interpretation of cataloging rules and policies for all divisions involved in descriptive cataloging for printed cards.

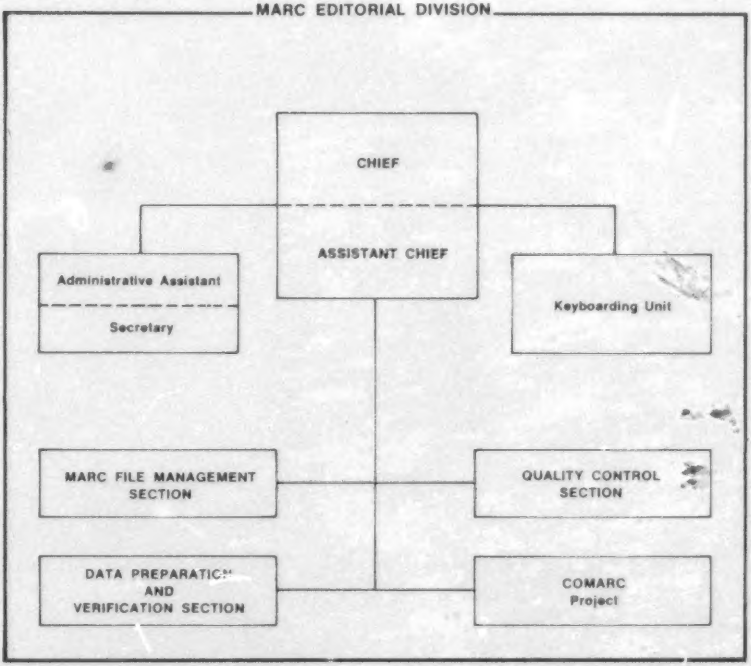
The **MARC Editorial Division** converts cataloging data to machine-readable form; maintains the Library's machine-readable files of cataloging data; prepares, transcribes, proofs, corrects, and verifies cataloging data for input to a store of approved machine-readable cataloging records; updates the Library's machine-readable cataloging files to reflect the most current data; develops data-conversion rules and procedures for MARC records; and maintains statistical records concerning the processing, growth, and maintenance of the Library's machine-readable cataloging files.

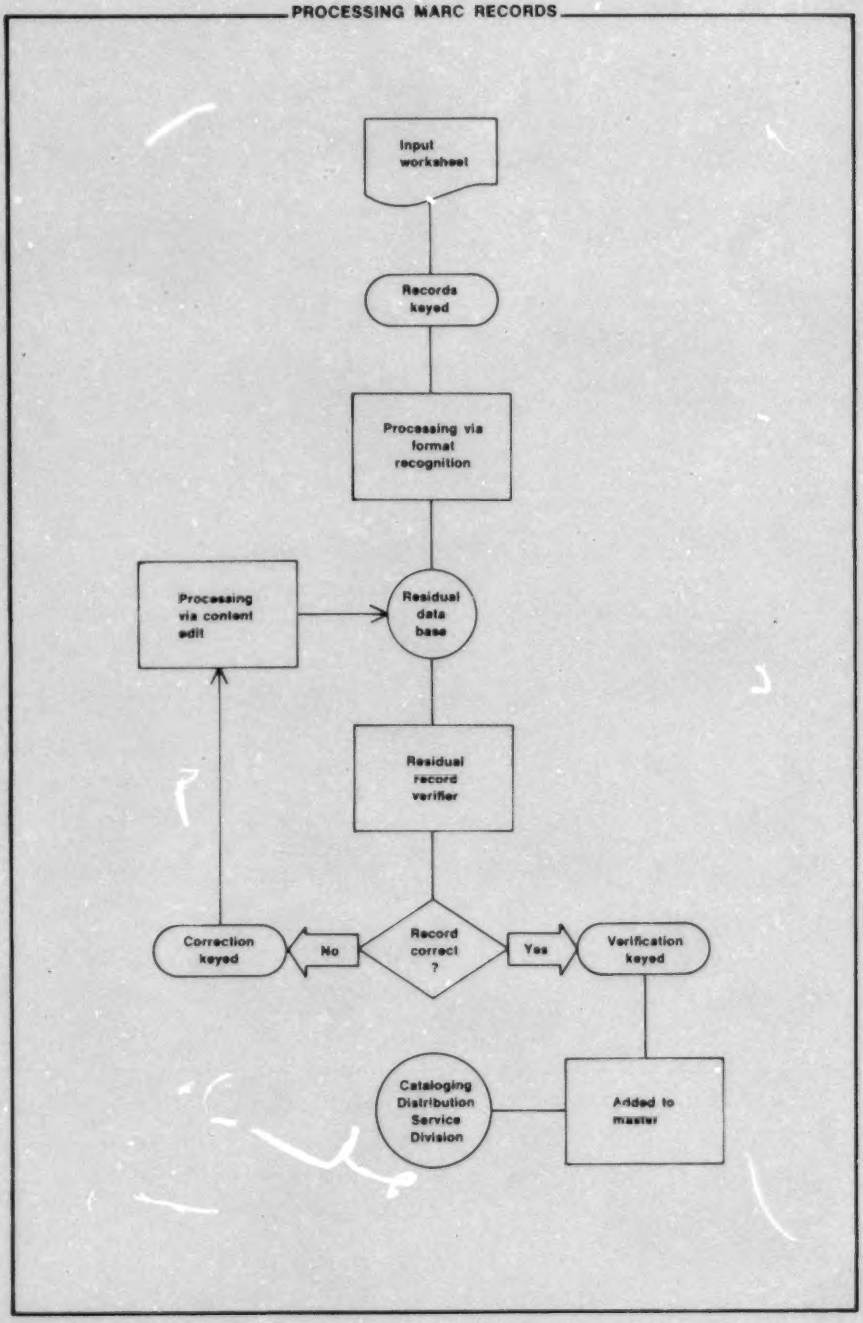
The **Shared Cataloging Division** searches materials received from the Library of Congress NPAC overseas centers or other NPAC sources of supply, adapts bibliographic cataloging information received from various foreign national bibliographies, and determines the main and added entries for new works. The division also receives order slips

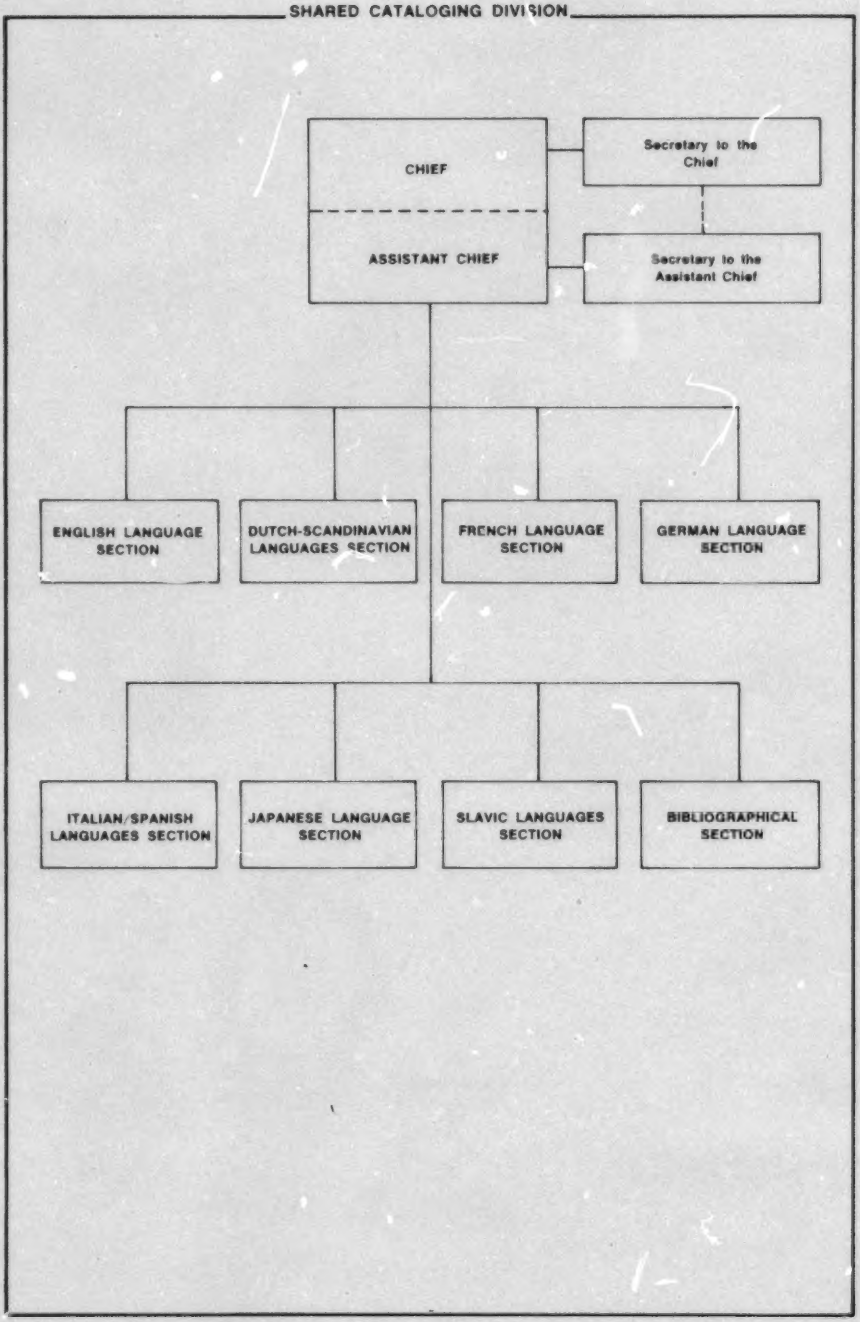

DESCRIPTIVE CATALOGING DIVISION
Chief
Assistant Chief
Secretarial staff
Principal Descriptive Cataloger & Staff
Prepublication and Preliminary Cataloging Program
Preliminary Cataloging Section
CIP Office
Monograph Cataloging Program
English Language Section I
English Language Section II
English Language Section III
Germanic Languages Section
Romance Languages Section
Slavic Languages Section
Miscellaneous Languages Section
Far Eastern Languages Section
South Asian Languages Section
Nonbook Materials Cataloging Program
Music Section
Audiovisual Section
Manuscripts Section

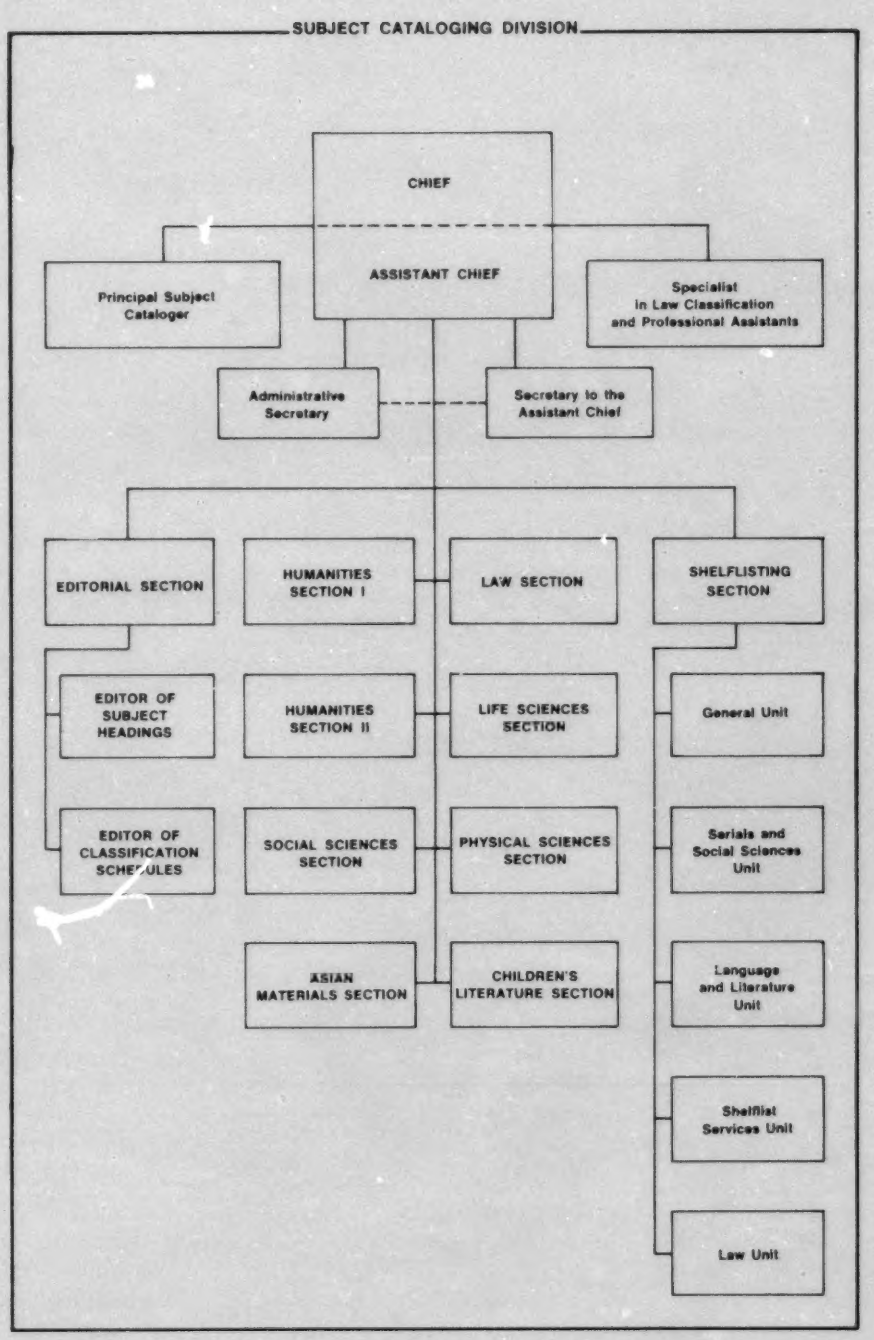
from cooperating research libraries, searches them to determine their status, initiates orders for the works not already in the Library of Congress or on order, and maintains acquisition control files of publications on order, received, or in process.

The **Subject Cataloging Division** develops, revises, and publishes the Library of Congress classification schedules and subject headings list; applies these two control instruments to all works being added to the Library's classified collections (except maps and music); and applies subject headings to children's literature and provides annotations for such works. The division also maintains the Shelflist, the Library's permanent inventory record, in classed order, of all works in the classified collections.




PROCESSING MARC RECORDS
Input worksheet
Records keyed
Processing via format recognition
Residual data base
Processing via content edit
Residual record verifier
Record correct ?
No
Yes
Correction keyed
Verification keyed
Added to master
Cataloging Distribution Service Division


SHARED CATALOGING DIVISION
CHIEF
Secretary to the Chief
ASSISTANT CHIEF
Secretary to the Assistant Chief
ENGLISH LANGUAGE SECTION
DUTCH-SCANDINAVIAN LANGUAGES SECTION
FRENCH LANGUAGE SECTION
GERMAN LANGUAGE SECTION
ITALIAN/SPANISH LANGUAGES SECTION
JAPANESE LANGUAGE SECTION
SLAVIC LANGUAGES SECTION
BIBLIOGRAPHICAL SECTION


SUBJECT CATALOGING DIVISION
CHIEF
ASSISTANT CHIEF
Principal Subject Cataloger
Specialist in Law Classification and Professional Assistants
Administrative Secretary
Secretary to the Assistant Chief
EDITORIAL SECTION
HUMANITIES SECTION I
LAW SECTION
SHELFLISTING SECTION
EDITOR OF SUBJECT HEADINGS
HUMANITIES SECTION II
LIFE SCIENCES SECTION
General Unit
EDITOR OF CLASSIFICATION SCHEDULES
SOCIAL SCIENCES SECTION
PHYSICAL SCIENCES SECTION
Serials and Social Sciences Unit
ASIAN MATERIALS SECTION
CHILDREN'S LITERATURE SECTION
Language and Literature Unit
Shelflist Services Unit
Law Unit

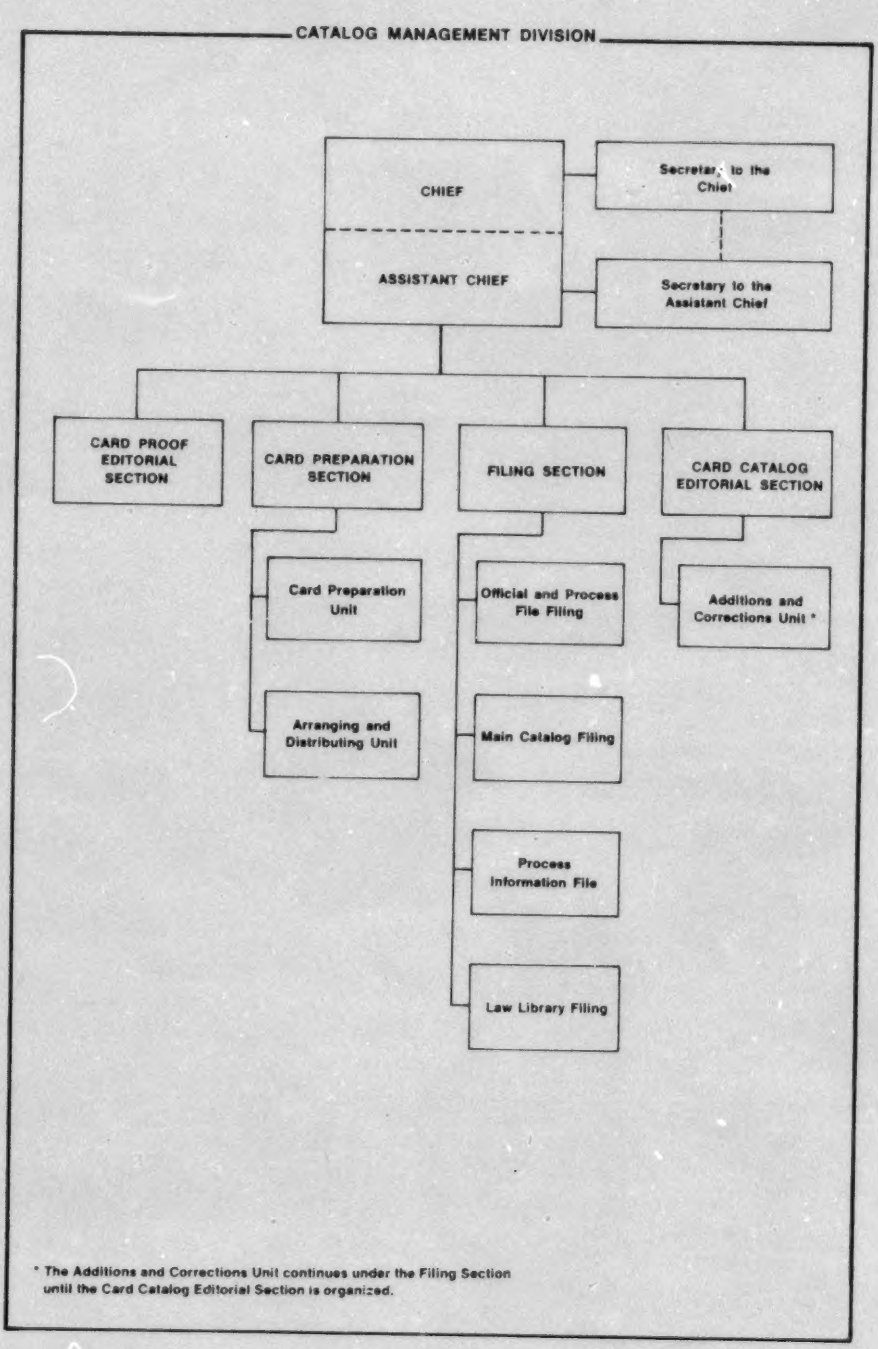
Office of the Assistant Director (Processing Services)

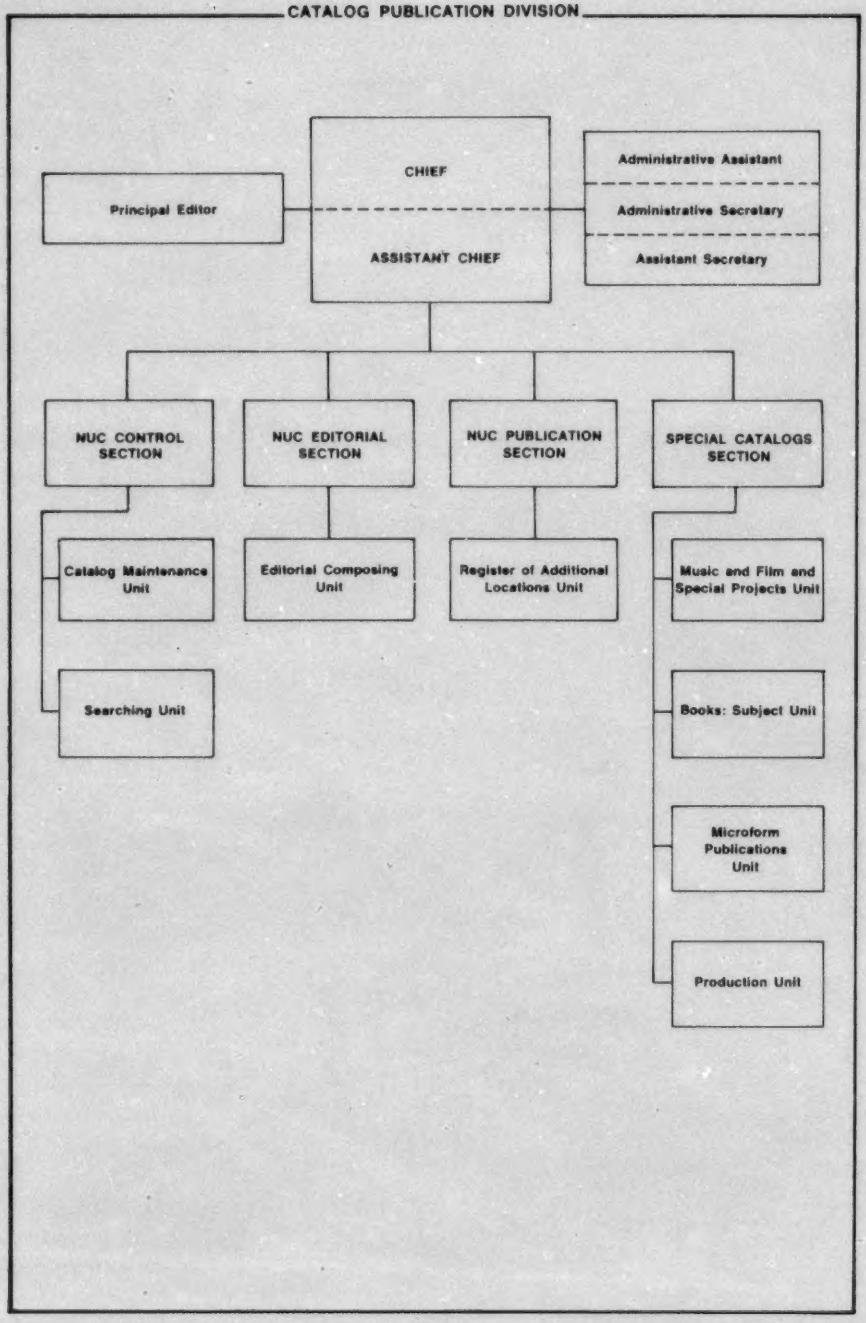
The assistant director (processing services) supervises the Catalog Publication, Catalog Management, Cataloging Distribution Service, and Serial Record Divisions, which are engaged in the compilation and editing of the book catalogs, the sale and distribution of bibliographic data, the management and maintenance of the card catalogs, and the recording and cataloging of the Library's serial receipts.

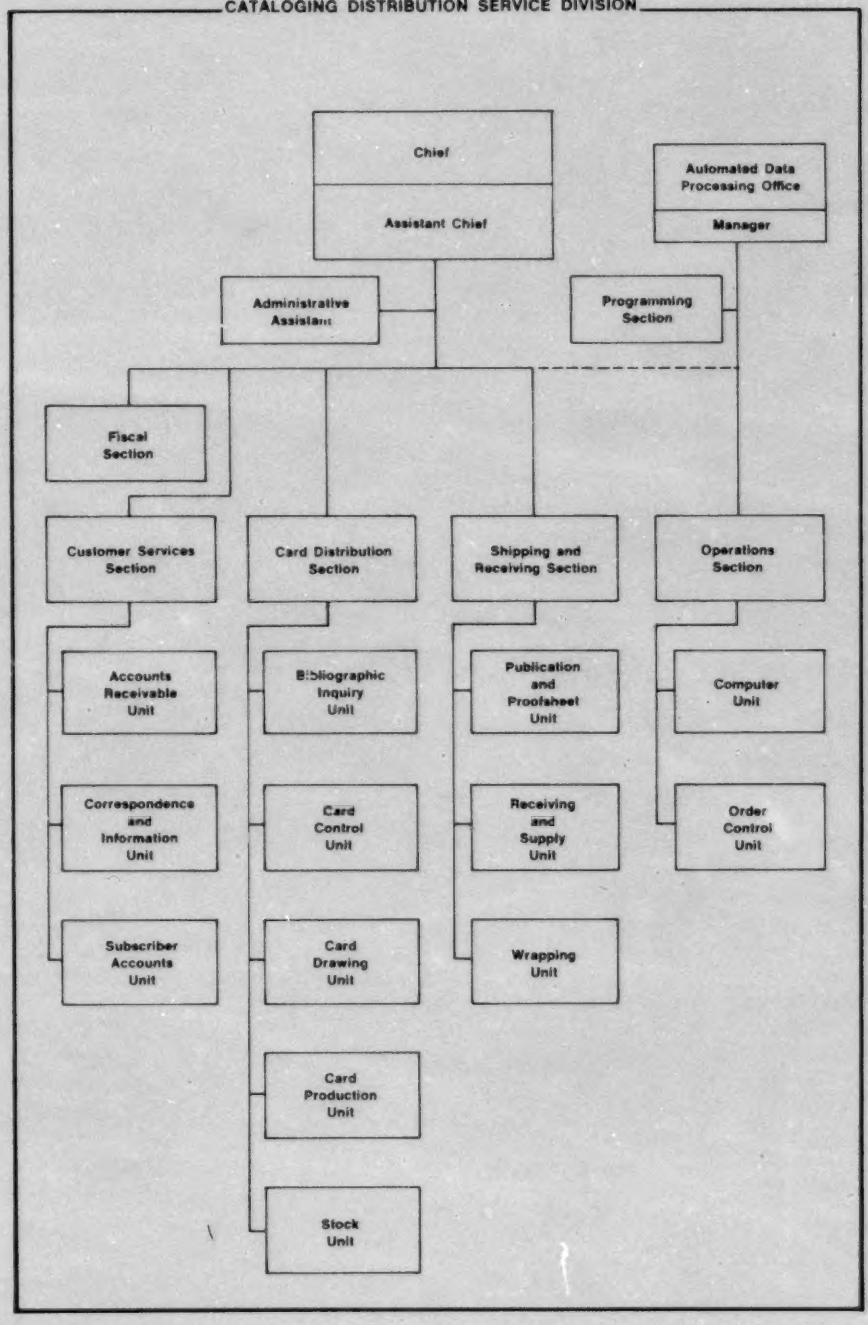
The **Catalog Management Division** plans, organizes, and maintains the general card catalogs of the Library, which contain over 50 million cards. These include the Main Catalog, General Serials Catalog, Official Catalog, Annex Serials Catalog, National Union Catalog of Manuscript Collections, Far Eastern Languages Catalog, Law Catalog, Music Catalog, Catalog of Juvenile Books, and other special card catalogs as assigned. The division also prepares card catalog entries for special catalogs and files maintained by other divisions of the Library, coordinating them with the Library's general card catalogs; plans the structure of and edits the Library's general card catalogs, develops rules for their organization and aids for their use, and provides for their physical growth and development; maintains statistical records concerning the content and growth of the Library's general and special card catalogs; and provides reference service concerning the receipt and location of materials in the Library through its Process Information File.

The **Catalog Publication Division** plans, compiles, edits, and prepares for publication the comprehensive book catalogs which form the *National Union Catalog* and other Library of Congress book catalogs, including *Subject Catalog* (formerly *Books: Subjects*); *Music, Books on Music, and Sound Recordings* (formerly *Music and Phonorecords*); *Films and Other Materials for Projection* (formerly *Motion Pictures and Filmstrips*); the *National Register of Microform Masters; Newspapers in Microform: United States; Newspapers in Microform: Foreign Countries* (formerly *Newspapers on Microfilm*); *Symbols of American Libraries; Library of Congress Name Headings with References; Monographic Series;* and *Chinese Cooperative Catalog*. The division edits and prepares for publication miscellaneous catalogs and indexes in cooperation with other divisions of the Library, by arrangement with other government agencies, and by contract with professional organizations or commercial publishers; acts as the official liaison with other libraries on matters relating to the requirements for reporting to the *National Union Catalog;* and serves as a clearinghouse for microfilming programs and for the development of national registers of certain materials.

The **Cataloging Distribution Service Division** has cards printed and supplied to the Library of Congress and other libraries; sells bib-

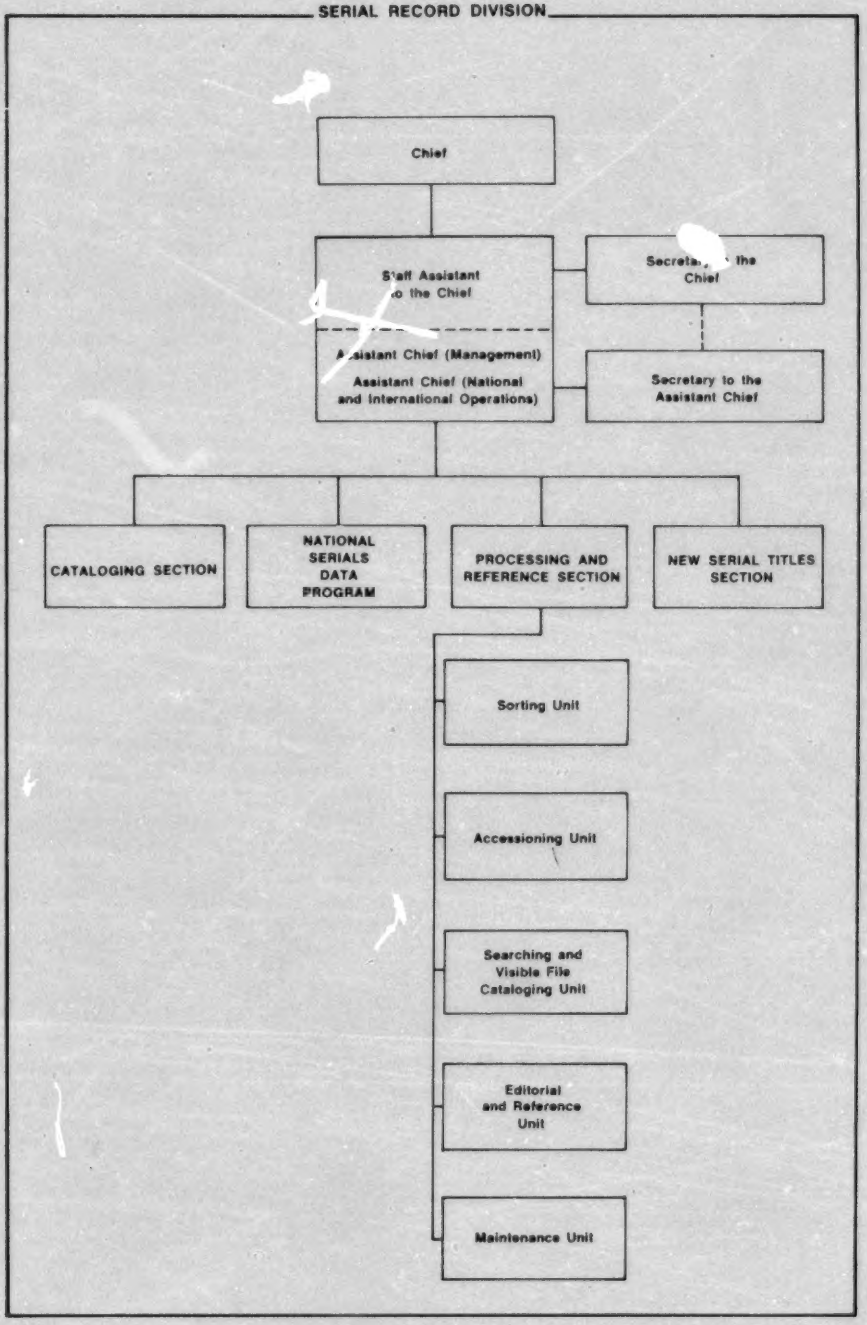

CATALOG MANAGEMENT DIVISION
CHIEF
Secretary to the Chief
ASSISTANT CHIEF
Secretary to the Assistant Chief
CARD PROOF EDITORIAL SECTION
CARD PREPARATION SECTION
FILING SECTION
CARD CATALOG EDITORIAL SECTION
Card Preparation Unit
Arranging and Distributing Unit
Official and Process File Filing
Main Catalog Filing
Process Information File
Law Library Filing
Additions and Corrections Unit *
* The Additions and Corrections Unit continues under the Filing Section until the Card Catalog Editorial Section is organized.


CATALOG PUBLICATION DIVISION
CHIEF
ASSISTANT CHIEF
Principal Editor
Administrative Assistant
Administrative Secretary
Assistant Secretary
NUC CONTROL SECTION
NUC EDITORIAL SECTION
NUC PUBLICATION SECTION
SPECIAL CATALOGS SECTION
Catalog Maintenance Unit
Searching Unit
Editorial Composing Unit
Register of Additional Locations Unit
Music and Film and Special Projects Unit
Books: Subject Unit
Microform Publications Unit
Production Unit


CATALOGING DISTRIBUTION SERVICE DIVISION
Chief
Assistant Chief
Automated Data Processing Office
Manager
Administrative Assistant
Programming Section
Fiscal Section
Customer Services Section
Card Distribution Section
Shipping and Receiving Section
Operations Section
Accounts Receivable Unit
Bibliographic Inquiry Unit
Publication and Proofsheet Unit
Computer Unit
Correspondence and Information Unit
Card Control Unit
Receiving and Supply Unit
Order Control Unit
Subscriber Accounts Unit
Card Drawing Unit
Wrapping Unit
Card Production Unit
Stock Unit

liographic data in the form of proofsheets, printed cards, machine-readable tapes (MARC), book catalogs, and technical publications to libraries, learned societies, professional institutions, government agencies, private institutions, and cooperative and commercial processing centers; maintains the master bibliographic data base for the sale of all of the Library's cataloging; and maintains complex card and machine files to control and access this data base. As the business has become more complex, the division has developed unique mechanized and automated techniques and equipment. It is the first source of most of the cataloging information in the United States and must always be the court of last resort for seldom used records.

The **Serial Record Division** maintains the record of the Library's serial holdings in the Roman, Greek, Hebraic, and Cyrillic alphabets (exclusive of newspapers) receives about 6,000 serials each working day which are searched, recorded, and distributed or circulated to the public reference divisions, to the unclassified collections, or to more than 100 units in the Library; catalogs around 12,000 titles annually; lists all new titles in *New Serial Titles*, a union list; and provides reference service in response to questions from within the Library and from other government agencies which can be answered from its files. The National Serials Data Program Section functions as the U.S. national center in the International Serials Data System, a network of control centers responsible for the registration of serial publications and the exchange of data about serials through the preparation of standardized bibliographic descriptions which highlight the International Standard Serial Number (ISSN) and a unique "key title."


SERIAL RECORD DIVISION
Chief
Staff Assistant to the Chief
Secretary to the Chief
Assistant Chief (Management)
Assistant Chief (National and International Operations)
Secretary to the Assistant Chief
CATALOGING SECTION
NATIONAL SERIALS DATA PROGRAM
PROCESSING AND REFERENCE SECTION
NEW SERIAL TITLES SECTION
Sorting Unit
Accessioning Unit
Searching and Visible File Cataloging Unit
Editorial and Reference Unit
Maintenance Unit

Publications Prepared by the Processing Department

Office of the Assistant Director (Cataloging)
- Cataloging Service

Catalog Management Division
- Filing Rules for the Dictionary Catalogs of the Library of Congress

Catalog Publication Division
- Films and Other Materials for Projection
- Chinese Cooperative Catalog
- Library of Congress Name Headings with References
- Monographic Series
- Music, Books on Music, and Sound Recordings
- National Register of Microform Masters
- National Union Catalog
- National Union Catalog—Register of Additional Locations
- Newspapers in Microform—Foreign Countries
- Newspapers in Microform—United States
- Subject Catalog
- Symbols of American Libraries

Decimal Classification Division
- Decimal Classification: Additions, Notes, and Decisions
- Dewey Decimal Classification (Abridged and Unabridged)

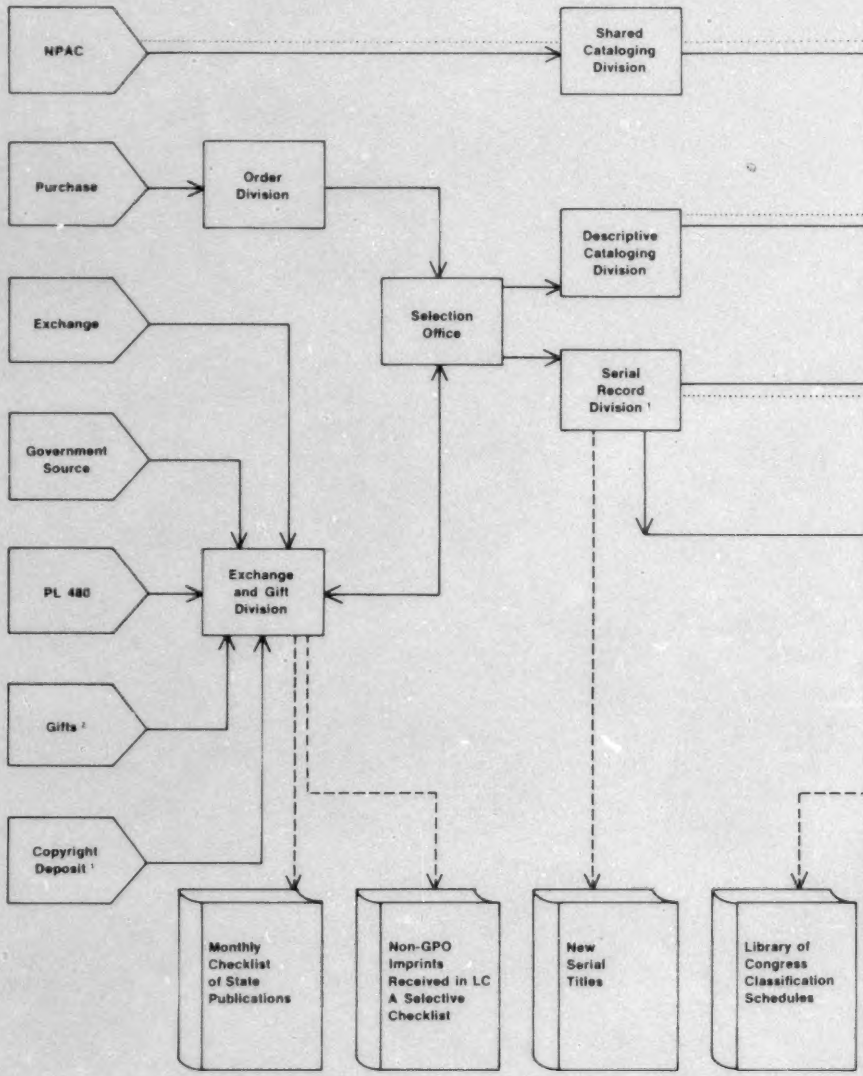
Descriptive Cataloging Division
- National Union Catalog of Manuscript Collections

Exchange and Gift Division
- Monthly Checklist of State Publications
- Non-GPO Imprints Received in the Library of Congress

MARC Development Office
- Books: A MARC Format
- Conversion of Retrospective Cataloging Records to Machine-Readable Form: A Study of the Feasibility of a National Bibliographic Service
- Films: A MARC Format
- Information on the MARC System
- MARC User Survey
- Manuscripts: A MARC Format
- National Aspects of Creating and Using MARC/RECON Records
- Order Division Automated System
- RECON Pilot Project: Final Report
- Serials: A MARC Format
- The MARC Pilot Project: Final Report

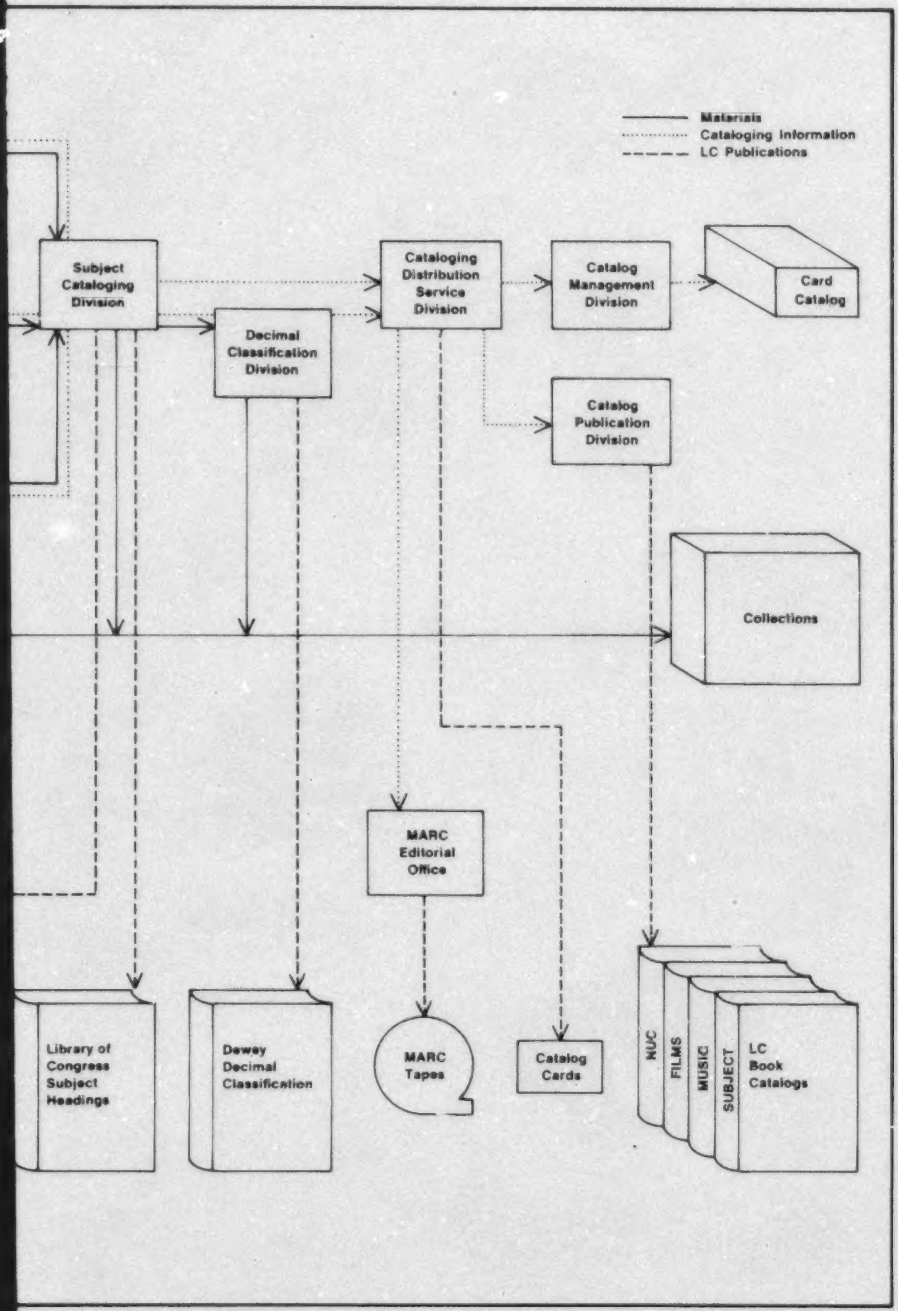
National Union Catalog Publication Project
- National Union Catalog: Pre-1956 Imprints

PROCESSING DEPARTMENT ACTIVITIES



[1] Selection of materials done here.
[2] Includes CIP and ABP books.

This chart does not include nonbook or Oriental materials.


Materials
Cataloging Information
LC Publications
Subject Cataloging Division
Decimal Classification Division
Cataloging Distribution Service Division
Catalog Management Division
Card Catalog
Catalog Publication Division
Collections
MARC Editorial Office
Library of Congress Subject Headings
Dewey Decimal Classification
MARC Tapes
Catalog Cards
NUC
FILMS
MUSIC
SUBJECT
LC Book Catalogs

Overseas Operations Division

Accessions List—Bangladesh
Accessions List—Eastern Africa
Accessions List—India
Accessions List—Indonesia, Malaysia, Singapore, and Brunei
Accessions List—Middle East
Accessions List—Nepal
Accessions List—Pakistan
Accessions List—Sri Lanka

Serial Record Division

New Serial Titles
New Serial Titles—Classed Subject Arrangement

Subject Cataloging Division

Library of Congress Classification—Additions and Changes
Library of Congress Classification Schedules
Library of Congress Subject Headings
Library of Congress Classification Outline
Subject Headings: A Practical Guide
Subject Headings for Children's Literature
Supplement to Library of Congress Subject Headings

Processing Department of the Principal Staff

OFFICE OF THE DIRECTOR

William J. Welsh, Director
Glen A. Zimmerman, Executive Officer
Thomas R. Barcus, Technical Officer
Joan C. Van Blake, Executive Assistant
Kim Morlen, Executive Assistant
Grace E. Hall, Office Manager
Lucretia E. Turpin, Secretary to the Director
Katie R. Reines, Assistant for Personnel and Statistics
Barbara P. Williams, Secretary to the Executive Officer

MARC Development Office

Henriette D. Avram, Chief
Lucia J. Rather, Assistant Chief

National Union Catalog Publication Project

Johannes L. Dewton, Head
David A. Smith, Assistant Head

Technical Processes Research Office

John C. Rather, Chief

OFFICE OF THE ASSISTANT DIRECTOR (ACQUISITIONS AND OVERSEAS OPERATIONS)

Edmond L. Applebaum, Assistant Director
Robert A. Davis, Assistant to the Assistant Director
Sara H. Layton, Secretary

Exchange and Gift Division

Nathan R. Einhorn, Chief
Peter H. Bridge, Assistant Chief

Order Division

Robert C. Sullivan, Chief
Jennifer V. Magnus, Assistant Chief

Overseas Operations Division

Frank M. McGowan, Chief
Peter de la Garza, Assistant to the Chief

Selection Office

Jean B. Metz, Selection Officer
Donald W. Woolery, Assistant Selection Officer

OFFICE OF THE ASSISTANT DIRECTOR (CATALOGING)

Joseph H. Howard, Assistant Director
Robert M. Hiatt, Assistant to the Assistant Director
Bridgetta C. Jenkins, Secretary

Cataloging Instruction Office
Edith Scott, Chief Instructor
Susan B. Aramayo, Deputy Instructor
Decimal Classification Office
Benjamin A. Custer, Chief
Edna E. Van Syoc, Assistant Chief
Descriptive Cataloging Division
Elizabeth L. Tate, Chief
William R. Huntley, Assistant Chief
MARC Editorial Division
Barbara J. Roland, Chief
Margaret Patterson, Assistant Chief
Shared Cataloging Division
Nathalie P. Delougaz, Chief
Hugo W. Christiansen, Assistant Chief
Subject Cataloging Division
Edward J. Blume, Chief
David G. Remington, Assistant Chief

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Paul M. Hibschman, Assistant to the Assistant Director
Irene C. Kellogg, Secretary
Catalog Management Division
Barbara M. Westby, Chief
Patricia S. Hines, Assistant Chief
Catalog Publication Division
Gloria H. Hsia, Chief
Kay F. Wexler, Assistant Chief
Cataloging Distribution Service Division
Paul E. Edlund, Chief
John J. Pizzo, Assistant Chief
James L. Stevens, Manager, Automated Data Processing Office
Serial Record Division
Joseph W. Price, Chief
Robert D. Desmond, Assistant Chief